

Vacancy: Political affairs officer at the Embassy & Permanent Mission of Denmark in Vienna

Position:	Academic staff (political and economic affairs)
Type of employment:	Full time on a local contract. Two years duration with the possibility of extension.
Starting date:	March 1st, 2020
Location:	Embassy & Permanent Mission of Denmark, Führichgasse 6, 1010 Vienna
Deadline for application:	Thursday January 2 nd , 2020

The Embassy & Permanent Mission of Denmark is looking for a dynamic full-time academic staff member to join the Embassy. You will be part of a team of four staff members and two student interns working in the bilateral political department of the embassy.

You have a positive personality and are results-oriented, professional, self-motivated and appreciate a highly energetic work environment where we continuously strive to support each other, work smarter and have fun.

Working in an environment where the agenda can easily change, we are looking for a colleague who is flexible and open-minded.

Main tasks and responsibilities:

You will be covering a broad range of issues relating to Austrian domestic and foreign policy issues. Tasks will vary depending on the political agenda in Denmark, Austria and the EU. Typical tasks will be:

- Conduct research and analysis on various policy areas with special reference to Austria.
- Write reports on policy areas; including but not limited to the preparation of meetings in the Council of the EU.
- Manage stakeholder relations and assist visiting delegations.
- Carry out assignments related to export promotion and public diplomacy.
- Execute administrative tasks on an ad hoc basis.

Furthermore, you are expected to demonstrate the flexibility required for an optimal handling of the entire portfolio of the embassy and be ready to undertake assignments outside your own portfolio, e.g. functioning as a back-up for our consular services section, e.g. with regard to issuing passports and visas.

Requirements for the position:

- University degree in political science, law, economy and related fields.
- Good knowledge of Austrian politics and political system.
- High degree of personal drive and self-motivation.
- Strong interpersonal skills and team player abilities.
- Ability to foster and maintain networks in your field.
- A high sense of responsibility and ability to plan and prioritize tasks.

- Appreciate a dynamic work environment.
- Flexible and able to work under time pressure.
- High proficiency in German, Danish/Scandinavian and English– both oral and written.

Employment conditions

- You will be offered full-time employment for two years on a local contract with the possibility of extension based on the relevant labour market rules of Austria and the Embassy's staff rules.
- Your standard working hours will be 40 hours per week.
- You will be entitled to five weeks (25 working days) of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process

To apply for the position, please send your application (in English) (cover letter, CV, proof of relevant education, recommendations and 2-3 references (DK/EN/DE)) no later than **Thursday, January 2nd, 2020**.

The Embassy & Permanent Mission of Denmark is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. Please send your application via mail to: vieamb@um.dk

Please refer in the subject line to: Application for political affairs officer at Embassy of Denmark. "Your name".

The Embassy & Permanent mission of Denmark attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews – expected to take place during the third and fourth week of January 2020.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding this position, please contact deputy head of mission Ms. Pia Starbæk Szczepanski, at piasta@um.dk

About us

The Embassy & Permanent Mission of Denmark is a part of the Danish Foreign Service. The Embassy & Permanent Mission is an ambitious and dynamic workplace with 17 employees.

For more information about the Embassy & Permanent Mission of Denmark, please refer to: <https://oestrig.um.dk/de/ueber-uns/>