



EMPLOYMENT OPPORTUNITY AT THE ROYAL DANISH EMBASSY IN ALGIERS, ALGERIA

CONSULAR AND ADMINISTRATIVE OFFICER

The Kingdom of Denmark is reopening the Royal Danish Embassy in Algiers, Algeria, and we are looking for an experienced consular and administrative officer.

About the Royal Danish Embassy in Algiers

The Danish Embassy will share offices with the Embassy of Norway and is expected to commence operations in September. The Embassy will be side accredited to Tunisia.

The Embassy will be working to promote and strengthen political as well as commercial ties between Algeria and Denmark. The Embassy will also undertake consular affairs relating to Algeria as well as oversee the consular affairs undertaken by the honorary consulates in Tunisia.

The position

As Consular and Administrative Officer you will be reporting directly to the Ambassador and be responsible for:

- Financial and accounting transactions, including book keeping, salary payments, invoicing, procurement, and financial reporting
- Administration of the embassy, including inventories, procurement, office supplies, IT, archiving, etc.
- Updating of the embassy's webpage and Facebook
- Consular assistance to Danish citizens, including foreign citizens with permanent residence permit in Denmark
- Issuing of passports and handling of applications for stay permits to Denmark (but not applications for visa which are handled by the Embassy of Norway)
- Contributing to the logistics in connection with and management of incoming visits as well as meetings and events

Job requirements

To be considered for the position, you must meet the following requirements:

- Diploma in Business Administration or similar secretarial/administrative education
- Relevant work experience, preferably for another Embassy or an international organization/company. Work experience from Algeria an advantage
- Minimum five years of professional experience within the field of administration, preferably with experience in accounting.
- Experience with visa or stay permit handling and knowledge of consular/administrative affairs is an advantage
- Ability to work independently and as a team member, often under time pressure
- Well organized, responsible, flexible and loyal
- Excellent communication skills including fluency in English and French (verbal and written). Knowledge of Arabic as well as Danish (or other Scandinavian languages) an advantage.

- Flair for IT, including webpage editing, administrative and financial budget and accounting systems. High computer literacy with Microsoft office programmes.

What we offer

- The salary will consist of a base salary as well as allowances reflecting the candidate's level of qualifications and functions
- A position in a dynamic and informal work environment, which offers exciting and challenging tasks with a high degree of individual responsibility
- Opportunities for developing your competencies.

Applications including a cover letter with a personal assessment against the above selection criteria and a resume (all in English) are to be forwarded to **jobalgeriet@um.dk** no later than **Monday 10 July 2017 at 12 pm (Danish time)**.

The application should include contact details for previous or current employers for reference.

Interviews will be conducted in July (through Skype or videoconferencing). The preferred starting date is 1st September 2017 or shortly thereafter.

Kindly note that only short-listed candidates will be contacted.