

## Employment Opportunity at the Royal Danish Embassy in Algiers, Algeria



<b>Position:</b>	Political Officer
<b>Type of employment:</b>	Permanent local contract
<b>Starting date:</b>	April 1 <sup>st</sup> 2024 (depending on work permit)
<b>Location:</b>	Danish Embassy in Algiers, Algeria
<b>Deadline for application:</b>	January 15 <sup>th</sup> 2024

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The Royal Danish Embassy in Algiers is looking for a full time Political Officer on a permanent local contract.

The Embassy covers Algeria and Tunisia and is an ambitious and dynamic workplace.

### The position

As a Political Officer, you will contribute to shaping most aspects of the Embassy's continuous efforts to strengthen Danish bilateral political ties with, respectively, Algeria and Tunisia. As important southern neighbours to Europe Algeria and Tunisia play critical roles in, among other things, the domains of energy, including sustainable energy, migration and security, and they are important Danish and European partners.

The embassy is looking for someone who can keep track of a fast-changing landscape, ensure focus on key issues of importance to Denmark, and relay pertinent information in a proactive manner. As a political officer, you are also expected to participate in meetings with partners on areas of interest. You will work closely with the Ambassador, the deputy head of mission and the intern. The Embassy's working language is French so a strong proficiency is key.

You will i.a.:

- Monitor and report on developments in Algeria and Tunisia within areas of particular interest to Denmark, including domestic and foreign policy developments, migration trends and green transition.
- Contribute to the development and update of Embassy briefing material and public diplomacy products.
- Participate in external meetings and trips related to your areas of work, expect regular visits to Tunisia in this regard.
- Contribute to the organisation and preparation of delegations to and from Denmark.
- Liaise with partners in Copenhagen and Algiers on matters related to energy politics, as necessary.
- Support the further development, consolidation and implementation of the Embassy's communication, public diplomacy and cultural programme and public profile, including by supervising the embassy intern's daily management of the Embassy's website and social media platforms.
- Contribute to the trade promotion activities of the Embassy in collaboration with the Embassy Trade Section, if required.

### Required qualifications

- Relevant Bachelor or Master Degree (e.g. political science, economics, sociology, culture, business).
- Relevant experience with international cooperation, e.g. from ministries, universities, international organizations, NGOs or business organizations.
- Relevant experience from living abroad, including university exchange or internships.
- Knowledge of and interest in promoting Danish societal, trade and cultural strongholds.
- Ability to work independently and as a team member, sometimes under time pressure.
- Proactive, open-minded and creative approach to handling the task.

- Excellent communication and interpersonal skills, including fluency in Danish/Scandinavian, English and French.
- IT user knowledge, including webpage editing, social media and Microsoft Office programmes.

#### **Desired qualifications**

- Relevant regional or country insight.
- Knowledge of Arabic is an advantage, but not a requirement.

#### **What we offer**

- An exciting, inter-cultural and dynamic work environment with 10 colleagues, two of whom are posted from the Danish Ministry of Foreign Affairs.
- A position in a dynamic and informal work environment, which offers diverse, exciting and challenging tasks with a high degree of individual responsibility.
- Great opportunities for developing your professional and personal competencies.

#### **Employment conditions**

- You will be offered permanent employment on a local contract based on the relevant legally binding labour market rules of Algeria.
- Your standard working hours will be 40 hours/week on the basis of flexible hours schedule.
- You will be entitled to 25 workdays of holiday per year.
- Your salary will reflect your qualifications and experience.

#### **Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to [algamb@um.dk](mailto:algamb@um.dk) marked "Political Officer" no later than Monday, January 15 2024.

Selected candidates will be invited for interviews shortly thereafter. Interviews will be conducted by web-link. The preferred starting date is April 1<sup>st</sup> 2024. Kindly note that only short-listed candidates will be contacted.

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

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

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying ([Privacy Notice \(um.dk\)](#)). By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.