

Employment Opportunity at the Royal Danish Embassy in Algiers, Algeria



Position:	Political and Communications Officer
Type of employment:	Permanent local contract with the possibility for extension
Starting date:	March 1 st 2022
Location:	Danish Embassy in Algiers, Algeria
Deadline for application:	December 15 th 2021

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

The Embassy covers Algeria and Tunisia and is an ambitious, high-paced and dynamic workplace.

The position

As Political and Communication Officer you will contribute to shaping most aspects of the Embassy's continuous efforts to strengthen bilateral political and commercial ties between Denmark and Algeria and Tunisia respectively. 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 organisation and preparation of delegations to and from Denmark.
- Further develop, consolidate and implement the Embassy's communication, public diplomacy and cultural programme and public profile, including daily management of the Embassy's website and social media platforms.
- Contribute to the development and update of Embassy briefing material and public diplomacy products.
- Contribute to the trade promotion activities of the Embassy in collaboration with the Embassy Trade Section, if required.
- Participate in external meetings and trips related to your areas of work.

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 the handling task.

- Excellent communication and interpersonal skills, including fluency in Danish/Nordic, 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, 2 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 2.5 days of paid holiday per month not exceeding 28 days during the 12 months period.
- 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 marked "Political and Communications Officer" no later than Wednesday, December 15 2020.

Selected candidates will be invited for interviews shortly thereafter. Interviews may be conducted by web-link. The preferred starting date is March 1st 2022. 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 (<http://um.dk/en/about-us/organisation/contactinformation/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>). 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.