



## **ADMINISTRATIVE STAFF AT THE PERMANENT REPRESENTATION OF DENMARK TO THE EUROPEAN UNION**

<b>Position:</b>	Administrative Officer
<b>Type of employment:</b>	Employment on a local contract
<b>Starting date:</b>	1 December 2023 (or earliest thereafter)
<b>Location:</b>	Rue d'Arlon 73, 1050 Bruxelles
<b>Deadline for application:</b>	23 October 2023

---

The Permanent Representation of Denmark to the European Union is seeking to recruit 2 administrative staff members. As our new colleagues in the administrative team, you will join the group of correspondents who perform a wide range of various administrative and secretarial tasks with a high degree of individual responsibilities in a friendly, collaborative and dynamic work environment.

Furthermore, you will function as secretary to Danish delegations at EU council meetings in Brussels and Luxembourg on a regular basis.

### **Main tasks and responsibilities**

Specific tasks and responsibilities may change according to organizational needs but will generally include:

- Administrative and secretarial tasks
- Planning of meetings, events and travels

### **Required qualifications and experience**

- You have a relevant educational background, and it would be an advantage if you have previous experience with administrative work, secretarial functions or project management
- As tasks may be subject to change according to organizational needs, a flexible mind-set is required
- You must be service minded, have great interpersonal skills and be team oriented
- You have the ability to prioritize tasks, maintain overview and confidentiality as well as attention to detail
- We expect you to be familiar with MS Office
- Proficiency in one of the Scandinavian languages is an asset as much communication is conducted in Danish. Good communication skills in written and spoken English is necessary and good knowledge of French is an advantage

## Employment conditions

- You will be offered full time permanent employment on a local contract based on the Staff Rules of The Permanent Representation of Denmark to the European Union
- Your standard working hours will be 37 hours per week (full time position)
- You will be entitled to 25 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 one PDF-file including application and CV explaining your motivation and qualifications for the job to [brurepjob@um.dk](mailto:brurepjob@um.dk). Please indicate 'Administrative Officer' in the subject line of the e-mail no later than **23 October 2023**.

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

Only candidates called for an interview will receive a reply to their application.  
Selected candidates will be invited for interviews – expected to take place mid-November.

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

By sending your application, you actively consent to the Permanent Representation of Denmark to the European Union's processing of your personal information. You can find more information in the [Privacy Notice](#) on the Ministry of Foreign Affairs of Denmark's webpage.

## Questions

For any questions regarding the position, please contact the Head of Administration, Mr. Allan S. Toft [alltof@um.dk](mailto:alltof@um.dk)

## About us

The Permanent Representation of Denmark to the European Union acts under the authority of the Ministry of Foreign Affairs of Denmark and is part of the Danish network of diplomatic representations abroad. The permanent representation handles Danish interests in the EU cooperation and covers various policy areas. Because of this, posted staff from all ministries in Denmark are present at the mission. Find more information on [um.dk](http://um.dk) and [eu.um.dk](http://eu.um.dk).