

ADMINISTRATIVE OFFICER AT THE DANISH EMBASSY IN ROME

The Royal Danish Embassy in Italy is seeking to hire a dynamic, dedicated and detail-oriented local Administrative Officer to fill in a new position in the Trade team. As Administrative Officer you will join a team of dedicated colleagues working with a wide range of tasks of both bilateral and multilateral character.

One of the main focus areas of the Embassy is to support Danish companies and investors in their work in the Italian market. The Trade team servicing the Danish companies is comprised by both Danish and Italian nationals with various sector expertise i.e. Energy & Environment, Digitalisation, Healthcare and Food & Agriculture. The Trade team performs a multitude of activities and many of them involves organising roundtables, seminars and other kinds of meetings and interactions with Italian stakeholders.

JOB DESCRIPTION:

The main tasks of the Administrative Officer will be to support the Trade team both in relation to administrative daily tasks as well as some of the bigger and more complex activities. Concrete examples include sending out and follow-up on invitations for conferences and seminars, organising and setting up meetings and roundtables, assisting in writing applications for specific project funding. Some of the activities will take place outside of Rome so some travel activity must be expected.

In your daily functions at the Embassy, you will report to the Head of the Trade.

PROFESSIONAL AND SOCIAL SKILLS

You are service-minded, team-oriented and have great interpersonal skills. The position requires a person who is able to prioritize tasks, maintain overview and pay attention to details. A flexible approach is required as tasks may be subject to change to ensure an optimal handling of the entire portfolio of the Embassy. You must therefore be ready to contribute to handling tasks outside your own portfolio if or when the situation requires it. Preferably, you have experience from working in administration.

We value the following skills:

- A strong sense of responsibility and thoroughness.
- A structured mind-set and excellent planning and coordination skills
- High integrity and the ability to handle stressful situations.
- Language skills: English, Italian and Danish.
- Strong ability to adapt at short notice and thinking on your feet.
- IT proficiency and solid skills regarding the Microsoft Office program.
- Ability to foster and maintain networks.

SALARY AND EMPLOYMENT CONDITIONS

We offer an exciting, intercultural and dynamic work environment with a wide range of interesting and stimulating tasks under the supervision of the Head of the Trade department.

Great opportunities for further development of your professional and personal competences.

You will be offered full-time employment for 1½ years with the possibility of extension.

The work contract will be based on the Italian market rules and salary in accordance with the Embassy's Salary Policy for local staff. Your salary will reflect your qualifications, relevant experience and work-related results.

Your standard working hours will be 37 hours per week with a degree of flexibility in organizing your own daily working hours. You will be entitled to 5 weeks of paid holiday per year.

Expected start: 1st of July 2022 or as soon as possible thereafter. The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish Authorities prior to appointment.

Please send a focused and motivated application (cover letter, CV, proof of relevant education, recommendations and references) to romamb@um.dk marked "ADMINISTRATIVE OFFICER: your name".

APPLICATION DEADLINE: May 15, 2022. Shortlisted candidates will be invited for an interview at the Embassy shortly after the application deadline.

For any questions regarding this position, please contact the Head of Trade, Thomas Rizk: thoriz@um.dk.

GENERAL DATA PROTECTION REGULATION

According to Article 13 of the EU general data protection regulation 2016/679, the Ministry must provide you with information regarding the Ministry's handling of personal data when we collect personal data from you.

We process your data for recruitment purposes only. We would like to keep your data until the specific position has been filled. We cannot estimate the exact timeframe, but we will consider this period over when a candidate accepts our job offer for the position. When that period is over, we will delete your data. You can read more about how we process your personal data here: [The Ministry of Foreign Affairs of Denmark Privacy Notice](#).

ABOUT THE DANISH EMBASSY IN ROME

The Embassy of Denmark in Rome is a dynamic workplace that represents Denmark's political, commercial, consular and cultural relationship with Italy, Malta and San Marino.

The Embassy is an ambitious, high-paced and dynamic workplace with 19 employees, 5 of whom are posted from the Danish Ministry of Foreign Affairs.

The Ministry of Foreign Affairs of Denmark promotes equality and diversity. Therefore, all qualified and interested persons, regardless of age, sex, religion and ethnicity, are encouraged to apply for the position. For further information visit www.italien.um.dk and www.um.dk.