



**ROYAL DANISH EMBASSY**  
*Rome*

## **ADMINISTRATIVE OFFICER (PART TIME) AT THE ROYAL DANISH EMBASSY IN ROME**

Are you looking for a challenge in an international diplomatic environment? Are you motivated by an outgoing, service-minded position and thrive working with in a dynamic work place? Then you might be the one we are looking for as our new administrative officer at the Royal Danish Embassy in Rome.

The Royal Danish Embassy in Rome is seeking to hire a dynamic, dedicated and detail-oriented local Administrative Officer. As Administrative Officer you will join a team of dedicated colleagues working with a wide variety of activities related to political affairs, multilateral fora, economic diplomacy and consular matters.

### **YOUR ROLE**

One of the coming focus areas of the Embassy is the coming Danish Presidency of the Council of the EU in the second half of 2025. The Danish Presidency will affect the entire Embassy and include an increased level of high-level activities, both bilaterally, within multilateral fora and related to economic diplomacy.

Your role will be to support the Embassy staff in relation to the embassy's administrative, communication and protocol related tasks. The main tasks and responsibilities include, but are not limited to:

- Organising and setting up meetings and roundtables, both at the Embassy and in the residence of the Ambassador
- Assisting in preparation and logistics for visiting delegations
- Assisting in protocol related tasks
- Contributing to the Embassy's communication activities on social media and elsewhere.

Some of the activities will take place outside of Rome so some travel activity must be expected.

### **YOUR PROFILE**

The Embassy values quality, integrity and team spirit, and we attach great emphasis on helpfulness, respect and flexibility. We are looking for a service-minded, positive and enthusiastic team player, who enjoy interaction with colleagues, both at the Danish Embassy and other diplomatic representations.

The ideal candidate will meet the following criteria:

- Experience from working in administration, preferably from i.e. another diplomatic mission
- Excellent communication skills and high proficiency in Danish, Italian and English
- Great interpersonal skills
- Ability to prioritize tasks, maintain overview and pay attention to detail

- A structured mind-set and excellent planning and coordination skills
- High integrity and sense of responsibility
- IT proficiency and solid skills regarding the Microsoft Office program
- Experience with online communication and public diplomacy is a plus, but not a requirement

## **SALARY AND EMPLOYMENT CONDITIONS**

You will be offered part time employment for 1½ years with the possibility of extension. The 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 proven work-related results. Your standard working hours will be 20 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.

## **APPLICATION AND RECRUITMENT PROCESS**

To apply for the position, please send your application (motivated cover letter, CV, proof of relevant education, recommendations and 2-3 references) to [romamb@um.dk](mailto:romamb@um.dk) no later than 25 October 2024. The subject of the e-mail should read "ADMINISTRATIVE OFFICER: [your name]".

Interviews will be held shortly after the application deadline. Expected starting date is end of 2024 or beginning of 2025. Employment is dependent upon a security clearance by the Danish authorities, and the chosen candidate must present a "No Criminal Record" prior to appointment.

For any questions regarding this position, please contact the Deputy Head of Mission, Ms. Rikke Høyer Hughes: [rikkhu@um.dk](mailto:rikkhu@um.dk).

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

By submitting your application, you consent to the [processing of your personal information](#) in line with the Personal Data Policy of the Ministry of Foreign Affairs of Denmark.