



The Royal Danish Embassy in Poland is seeking to hire a dynamic and dedicated Head of Administration with a strong focus on ensuring compliance within all areas of the embassy's administration. It is very important that the Head of Administration is a team player who is able to motivate experienced and independent team members.

The Embassy of Denmark in Warsaw is an ambitious and dynamic workplace that represents Denmark's political, commercial, defence and cultural relationship with Poland. We are almost 40 employees, 8 of whom are posted from the Danish Ministry of Foreign Affairs and other Danish Ministries. We believe that team spirit is key to good performance and well-being. The Ministry of Foreign Affairs of Denmark promotes equality and diversity. Therefore all qualified and interested persons, regardless of age, gender, religion and ethnicity are encouraged to apply for the position. For further information visit www.polen.um.dk and um.dk

What do we offer you?

- We offer an exciting and dynamic international work environment with a wide range of interesting and stimulating tasks in close cooperation with the management team at the embassy.
- Great opportunities for further development of your professional and personal competences.
- You will be offered full-time employment.
- The work contract will be based on the Polish labour market rules and salary in accordance with the Embassy's Salary Policy for local staff.

What will you do?

- The main tasks of the Head of Administration are 1) leading the administration and consular team (consisting of 5 employees), 2) responsibility of budget and accounting 3) ensuring compliance within all areas of the administration of the embassy including personnel administration, housing administration and contact to the diplomatic protocol.
- As Head of Administration an important part of the job is to always keep up to date with the relevant instructions from the MFA in Copenhagen, plan ahead and ensure that all embassy employees have an awareness of the importance of compliance including their own administrative responsibilities such as activity budgets, travel and outlay settlements.
- Concerning budget and accounting the Head of Administration will be working together with both the MFA Headquarter in Copenhagen and our regional shared Service Center in Tallinn, Estonia.

What do we require?

- Management skills
- Solid experience with accounting and administration
- A flexible, service-minded and team-oriented approach
- 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, Polish, Danish (alternatively Norwegian or Swedish)

How to apply

Send an application consisting of a short cover letter and a CV (maximum one A4 page each) both in English, to wawambjob@um.dk by 15 June, 2022.

In the subject line include a note: "HEAD OF ADMINISTRATION: first name and surname"

Shortlisted candidates will be invited for an interview at the Embassy shortly after the application deadline.

For any questions regarding the position, please contact the Deputy Head of Mission, Malene Bøgesvang malbog@um.dk

In the application insert a clause concerning General Data Protection Regulation (GDPR): "I hereby agree to the processing of personal data included in my application for the needs necessary to carry out the recruitment process in accordance to the Regulation (EU) 2016/679 of the European Parliament of the Council of 27 April 2016"

We see diversity and equal opportunities for all as key values and we welcome applications from all qualified applicants regardless of gender, age, background, sexual orientation, etc.

We thank all applicants for their interest. Please note that only candidates selected for an interview will be contacted.

