



**ROYAL DANISH
EMBASSY**
Warsaw

We are recruiting - Public Diplomacy Officer

Are you a strong communicator, passionate about social media and can you act as a bridge-builder between Danish and Polish society, business and culture? Are you fluent in Polish and English, maybe even with proficiency in Danish or another Scandinavian language? Then you might be our new colleague.

What will you do?

- Working closely with the entire embassy team, you will be responsible for the embassy's extensive external communication channels, mainly in Polish and English, as well as internal and corporate communication.
- Organizing embassy events in partnership with Danish and Polish partners, for instance in the field of diplomacy, defence, culture, design and trade.
- Management of embassy's honorary patronages, running the embassy's visitors' program and assisting with VIP delegations. Responding to requests for information about Denmark.
- Assisting in media monitoring and in political analysis and research as back up for the embassy's senior political analyst as well as other back-up functions within the embassy team. Close cooperation with the embassy's cultural officer.

What can we offer you?

- To be part of a dynamic and high-performing embassy team, with an informal and trust-based Scandinavian work culture and flexible working hours, conducive for a good work-life balance.
- Strong focus on continuous and life-long competence development as part of the Danish Foreign Service's global competence development program for embassy staff.
- Full time employment with conditions and terms in accordance with the Polish Labour law and the regulations of the Danish Foreign Service, and a competitive salary package in accordance with the embassy's salary policy based on a permanent employment contract.

What do we require?

- Relevant academic or professional degree and/or relevant practical experience.
- A proven track record in communications, social media, people-to-people contact, cultural interaction across borders, preferably with a Polish/Danish/ Scandinavian angle.
- Experience in cooperation with media outlets is an advantage.
- Professional fluency in English and Polish. Proficiency in Danish or another Scandinavian language is a strong advantage.
- Flexibility, openness to new ideas and an ability to work independently and as part of a team.
- Practical and organisational skills needed for event management.
- Strong networking and communications skills, combined with good humour and an ability to work under pressure.

Who we are, and what we do

Check out our website, Twitter, Facebook and LinkedIn. You are welcome to contact our senior political advisor, Ms. Edyta Lewit edylew@um.dk if you have any questions.

How to apply?

- Applications consisting of a short cover letter and a CV (maximum one A4), both in English, are to be sent to wawambjob@um.dk by 12:00 on 9 September 2022.
- Please write your name in the subject line and please insert the following clause in your application 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 opportunity for all as key values and welcome applications from all qualified applicants regardless of gender, age, cultural background, sexual orientation etc.