

Vacancy announcement

The Royal Danish Embassy in Tokyo is looking for an Executive Assistant to the Ambassador



Position:	Ambassador's Executive Assistant
Type of employment:	Full time and three-year duration with the possibility of extension.
Starting date:	1 May 2024 or soonest thereafter.
Location:	Royal Danish Embassy, 29-6 Sarugaku-cho, Shibuya-ku, Tokyo 150-0033, Japan
Deadline for application:	22 April 2024 COB by e-mail.

The Royal Danish Embassy in Tokyo is seeking a new Executive Assistant to the Ambassador.

Main tasks and responsibilities

The Embassy is an ambitious, high-paced and dynamic workplace.

We are a public Danish authority, who works to promote Denmark in Japan, among others through the Ambassador's interactions with public and private both local and international stakeholders within Japan, Denmark and abroad. The Ambassador has a busy schedule that consists of meetings, entertainment and travel activities that require timely planning and sometimes urgent execution of a number of administrative and protocol processes, which take place in both Japanese and English language.

Our new colleague will be a key player in providing the necessary support and ensuring continuity in the day-to-day servicing of the Ambassador as well as the Management of the Embassy.

Typical tasks will include:

- Manage the Ambassador's and (to a certain extent) the Deputy's calendar.
- Manage incoming emails and letters to Ambassador (involves translation).
- Set up meetings for the Ambassador and (to a certain extent) the Deputy with Japanese officials, executives of the private sector, and identifying new contacts.
- Assist with protocol matters.
- Assist the Ambassador in meetings with Japanese counterparts as an interpreter.
- Act as liaison for the Embassy to Japanese Ministries and Imperial Household (involves taking care of protocol issues and drawing up Note Verbales).
- Write letters in English and Japanese.
- Assist the Ambassador in organizing official functions at the Residence (i.e. organizing dinners with the residence staff – including table plans).
- Assist the Ambassador in executing commercial and cultural activities in cooperation with other Embassy departments.
- Identify opportunities for public diplomacy for Denmark.
- Assist the Ambassador's spouse in public diplomacy and official activities.
- Assist the Ambassador in understanding Japanese culture and customs/practice.
- Keep track of the Ambassador's accounts (functions, travel, reimbursements etc.).
- Assist the Ambassador in organizing official visits from Denmark.
- Help the Ambassador's family when necessary (involves translation/ interpretation).

Qualifications

We are looking for a colleague who:

- Has a high proficiency English and Japanese– fluent both oral and written.
- Has experience as an Executive Assistant.

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- Has experience in business communications.
- Has good working level knowledge of Microsoft office.
- Is service minded and pro-active.
- Is able to multi-task and handle many tasks at the same time without stress.

We offer

- A good working environment with an international atmosphere.
- A chance to work with both private diplomacy and public diplomacy.
- An interesting job with new challenges every day.
- Flexible working hours.
- A salary reflecting experience.

Employment conditions

- You will be offered a full time employment of three years with the possibility of extension on a local contract based on the relevant legally binding labour market rules of Japan
- Your standard working hours will be 40 hours per week with a large degree of flexibility in organizing your own daily working hours
- You will be entitled to five weeks (25 working days) of paid vacation per year and a number of public holidays equal to the number of holidays in Denmark.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- You will be offered reasonable coverage of sickness expenses and a workplace pension scheme.

Application and recruitment process

To apply for the position, please send your application to the Embassy (cover letter, CV, proof of relevant education or experience and 2-3 references or recommendations) in English to tyoamb@um.dk no later than end of business on 22 April 2024.

Note: The application must not contain personal information that is sensitive under the definition in the European GDPR regulations¹ nor under the definition of confidential data under Danish data protection rules.²

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

Selected candidates will be invited for interviews (online if necessary) – expected to take place the week following the application deadline.

The chosen candidate must pass and maintain security clearance by the Danish authorities prior to appointment. The application is initiated by the Embassy.

Questions

If you have any question regarding the position or application procedure, please send your inquiry in English to tyoamb@um.dk.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 35 employees, 6 of whom are posted from the Danish Ministry of Foreign Affairs.

For more information about the Embassy visit <https://japan.um.dk/>.

¹ https://commission.europa.eu/law/law-topic/data-protection/reform/rights-citizens/how-my-personal-data-protected/how-data-my-religious-beliefssexual-orientationhealthpolitical-views-protected_en

² <https://www.datatilsynet.dk/hvad-siger-reglerne/grundlaeggende-begreber/hvad-er-personoplysninger>