

# Vacancy announcement

## The Royal Danish Embassy in Tokyo is looking for a Communication and Public Diplomacy Advisor



<b>Position:</b>	Communication and Public Diplomacy Advisor
<b>Type of employment:</b>	Full time position. Two-years duration with the possibility of extension.
<b>Starting date:</b>	1 November 2025.
<b>Location:</b>	Royal Danish Embassy, 29-6 Sarugaku-cho, Shibuya-ku, Tokyo 150-0033, Japan
<b>Deadline for application:</b>	25 August 2025 COB by email.

---

The Royal Danish Embassy in Tokyo is seeking an academic officer to drive and support our work within Communication and Public Diplomacy.

### Main tasks and responsibilities

The Royal Danish Embassy in Tokyo is an ambitious and dynamic workplace. We are a public Danish authority, who works to promote the bilateral relations between Denmark and Japan. The Embassy's Public Diplomacy Team has a key role in promoting Danish strongholds to a broad Japanese audience and is responsible for planning and executing the Embassy's ongoing outreach efforts including digital communication through the Embassy's social media platforms and collaboration with Japanese media. The Team is also involved in organizing events at the Embassy as well as in cooperation with external partners. You may also be involved in the planning and execution of ministerial visits, parliamentary visits, and other high-level engagements.

### Qualifications

We are looking for a colleague who:

- Holds an academic degree, preferably in communication, journalism etc
- Has minimum a few years of experience with public diplomacy, communication, branding and/or event planning
- Has a high proficiency in English (fluent both oral and written) and Japanese (native speaking level both oral and written).
- Has professional experience with social media platforms and strong knowledge of the Japanese media landscape
- Has an ability to prioritise tasks and works independently and pro-actively.
- Has highly developed planning and project execution skills and pays great attention to details.
- Contributes to a positive working environment.
- Knowledge of Denmark and Danish strongholds is a strong asset – including on Danish values (democracy, human rights, fundamental freedoms), green transition and new technologies.

### We offer

- A chance to work proactively with public diplomacy and communication with a high degree of responsibility and independence.
- A good working environment in a dynamic, international atmosphere.
- Great opportunities for further development of your professional and personal competences.
- A salary reflecting experience and competencies.

### Employment conditions

# Vacancy announcement

- You will be offered a full-time employment for 2 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 paid vacation (25 working days for a full year). Further to this, the Embassy observes a number of paid public holidays equal to the number of public holidays in Denmark.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

## Application and recruitment process

To apply for the position, please send your application to the Embassy (cover letter, CV, proof of relevant education/experience and 2-3 references or recommendations) in English to [tyoamb@um.dk](mailto:tyoamb@um.dk) no later than end of business on 25 August 2025. Please mark your application: "[NAME,] Communication and Public Diplomacy Advisor"

Note: The application must not contain personal information that is sensitive under the definition in the European GDPR regulations<sup>1</sup> nor under the definition of confidential data under Danish data protection rules.<sup>2</sup>

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 which are expected to take place in the weeks 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 questions regarding the position or application procedure, please send your inquiry in English to [tyoamb@um.dk](mailto: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 40 employees, 7 of whom are posted from the Danish Ministry of Foreign Affairs and other Ministries in Denmark.

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

---

<sup>1</sup> [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](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)

<sup>2</sup> <https://www.datatilsynet.dk/regler-og-vejledning/grundlaeggende-begreber/hvad-er-personoplysninger>