

Vacancy announcement

The Danish Embassy is looking for an academic employee for the Embassy's Political-Economic Department



Position:	Political and Economic Officer
Type of employment:	Full time of two-year duration with the possibility of extension.
Starting date:	1 October 2023 or soonest thereafter.
Location:	Danish Embassy in Tokyo, 29-6 Sarugaku-cho, Shibuya-ku, Tokyo 150-0033, Japan
Deadline for application:	10 August 2023

The Royal Danish Embassy in Tokyo seeks a new academic employee to the Embassy's political-economic department.

Main tasks and responsibilities

The Embassy covers Japan and is an ambitious, high-paced and dynamic workplace. We work to promote and strengthen political and commercial ties between Japan and Denmark primarily through the Strategic Partnership and a Joint Strategic Work Program. In addition, the Danish Embassy is until the end of 2024 NATO Contact Point Embassy.

The Strategic Partnership and the Joint Strategic Work Program also covers many other important issues with the aim of further strengthening the strong bilateral relations between Japan and Denmark, including topics on security and defence cooperation, cultural exchanges and the general promotion on shared values in international and multilateral forums.

As NATO Contact Point Embassy the Danish Embassy is the contact point to NATO HQ and responsible for organizing meetings and events in Tokyo with the aim of strengthen the partnership between NATO and Japan. This includes an annual NATO security symposium.

Typical tasks will include:

- Monitor and report on developments in Japan within areas of particular interest to Denmark, including domestic, regional and foreign policy developments and green transition.
- Research and analysis leading to reporting on relevant topics.
- Secure coordination between Danish and Japanese partners. Arrange meetings with government, business, civil society, academia and other stakeholders, including related to energy and climate topics.
- Organising meetings and events in the capacity as NATO Contact Point Embassy
- Relationship building and activities with authorities, academic, institutional and company partners

Qualifications

We are looking for a colleague who:

- Holds a recognised university degree, e.g. in political science or economics.
- Preferably speaks and writes fluent Danish and English. Knowledge of Japanese is an advantage

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- Has good political sense and knowledge of Danish and Japanese social and political conditions
- Is interested in contact creation and networking
- Possess excellent organizational and multitasking skills (ability to prioritize tasks, meet deadlines under pressure and manage competing responsibilities independently)
- Has a high sense of responsibility and the ability to work independently and efficiently.
- Is flexible and willing to adapt to the changing needs of the Embassy.

We offer

- An international and dynamic work environment where we strive to deliver exceptional service to Danish and Japanese stakeholders, support each other, work smart and have fun.
- Great opportunities for further development of your professional and personal competences and network.

Employment conditions

- You will be offered a full time employment of two 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 holiday leave per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results
- You will be offered reasonable coverage of sickness expenses.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to tyoamb@um.dk no later than 10 August 2023.

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 security clearance by the Danish authorities prior to appointment.

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/>.