

# EMBASSY OF DENMARK TO BELGIUM

Brussels



## **The Embassy of Denmark to Belgium is looking for a part-time employee**

The Danish Embassy is looking for a new part-time colleague for a one-year period, starting as soon as possible. The working hours will be 18 hours a week, divided into four working days.

Your work will mainly consist in:

- Assisting with consular matters
- Conducting information related work
- Logistics, coordination tasks, meeting planning and preparation of delegations' visits
- Contacting local authorities, in particular with regard to instructions from Copenhagen
- Managing the Embassy's website and Twitter account

Responsibility, flexibility, diligence, a structured work approach, and a capacity to work with short deadlines will be required. It is important to be service-minded, to be able to work independently and to prioritize tasks.

Successful applicants are expected to have a very good written and spoken command of Danish, French and English. Dutch would be an asset.

A thorough knowledge of the EU and international politics would be a strong advantage.

For more information regarding this position, please contact Head of Administration Lena Dyhr Toft Christensen, [lenchr@um.dk](mailto:lenchr@um.dk), mobile +32492466785

Application deadline: Monday 6 March 2017.

To submit your application, curriculum vitae and references, please send an e-mail to [brureparkiv@um.dk](mailto:brureparkiv@um.dk), quoting reference "Embassy part-time employee"