



EMBASSY OF DENMARK

## Denmark embassy in Sarajevo

### Mission-employed staff

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Denmark has opened its embassy in Sarajevo

Do you want to be part of our admin team?

On 1 November 2024, Denmark opened its embassy in Sarajevo. The Embassy will strengthen Danish presence in the Balkans significantly and support Bosnia and Herzegovina's EU path.

We are seeking 2-3 dynamic, positive, and professional full-time mission-employed staff to work on various administrative and secretarial tasks pertaining to the running of the Embassy. Depending on qualifications, the successful candidate could also be involved in public diplomacy and communication activities.

Tasks include among others:

- miscellaneous consular activities and assistance;
- preparing meeting activities, organizing events, assistance with official visits;
- administrative tasks, operational activities and management;
- performing light accounting, local payments, and VAT refund;
- secretarial/PA tasks, reception work, contact to relevant ministries and public authorities and institutions, protocol issues, translation;
- Contributing to the planning and execution of public diplomacy and communication activities, including on social media.

Working at the Danish Embassy in Sarajevo will be an opportunity to be part of a dedicated group of colleagues, which aims at establishing a strong Danish diplomatic presence in Bosnia and Herzegovina. We offer an exciting, inter-cultural, busy, and dynamic work environment with a wide range of diverse and interesting tasks, an attractive salary package as well as a safe and trusting work environment with a minimum of hierarchy. Here you will literally be part in building a new embassy.

Requirements for the positions:

- fluency in Bosnian and spoken and written English;
- ability to work and thrive in an inter-cultural environment;
- strong team spirit;
- strong personal drive and the ability to work independently;
- quality-conscious;
- a bachelor's degree or similar vocational administrative qualifications/training and/or relevant working experience;
- strong ability to navigate in and comply with complex rules, procedures, and guidelines;
- strong IT skills, incl. MS Office.

If you can contribute to the performance of some of the above-mentioned tasks and you are an open-minded, flexible, and trustworthy person, we would very much like to hear from you.

Please forward a motivated application in English stating what tasks/areas you can contribute with as well as your CV, and proof of relevant education, recommendations (if any) to the following e-mail address: saramb@um.dk. Application and CV should be sent in one single pdf-file.

Deadline: 27 November 2024 (midnight).

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 expected to take place shortly after the application deadline. Only short-listed candidates will be contacted.

The selected candidates will be subjected to a security clearance check by the Danish authorities prior to employment.

Royal Danish Embassy, Sarajevo

**Lokacija:** Sarajevo  
**Datum objave:** 12. Nov 2024.  
**Datum isteka:** 27. Nov 2024.