

The Embassy of Denmark in Sofia is looking for a new staff member

Position:	Administrative Assistant – EU Presidency
Type of employment:	Full-time temporary employment
Starting date:	01.12.2017
Closing date:	30.06.2018
Location:	Embassy of Denmark in Sofia, 54 Dondukov Blvd.
Deadline for application:	06.11.2017



The Embassy is seeking to recruit a dynamic, positive, pro-active and detail-oriented administrative assistant to take on tasks related to the successful handling of the upcoming Bulgarian Presidency of the Council of the EU on the part of the Embassy.

You will be working in a small and concise team of 9 employees. The main tasks of the Embassy are related to promoting the friendly bilateral relations between Denmark and Bulgaria, strengthening the partnership between the two countries in the spheres of politics, trade, business and culture as well as offering counsel to Bulgarian and Danish citizens who are interested in working or studying in the respective country.

As Administrative Assistant during the Bulgarian EU Presidency you will be responsible for the logistical support of the incoming Danish delegations and the preparation of background materials related to the different council meetings in Sofia. You will be the primary point of contact regarding matters related to the EU Presidency at the Embassy in close cooperation with the Ambassador. You are, however, expected to show the flexibility required for an optimal handling of the entire portfolio of the Embassy and thus be ready to contribute to handling tasks outside your own portfolio.

Main tasks and responsibilities as Administrative Assistant – EU Presidency

- Logistical support of incoming Danish delegations
- Preparation of background materials related to council meetings in Sofia
- Liaison officer for Presidency related matters
- Communication with Bulgarian and Danish institutions
- Ad hoc assignments

Required qualifications

- University Degree
- Excellent command of English and Bulgarian – both oral and written.
- A positive, open-minded, pro-active, results-oriented attitude.
- A structured mind-set and excellent planning and coordination skills.
- A high sense of responsibility.
- IT proficiency and solid skills regarding the Microsoft Office program.
- Previous administrative experience will be considered an advantage.
- Good interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
- Ability to foster and maintain networks.

- Ability to work independently and efficiently.
- Flexible and willing to adapt to the changing needs of the Embassy.
- Ability to handle multiple tasks and work under time pressure.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Working with interesting and stimulating tasks under the supervision of the Ambassador and the Administrative Deputy for the Ambassador
- Opportunities for further development of your professional and personal competences.
- Work in a small team of dedicated colleagues.
- Opportunities for developing a valuable network of contacts.

Employment conditions

- You will be offered full-time temporary employment on a labour contract based on the relevant legally binding labour market rules in Bulgaria for the period 01.12.2017-30.06.2018.
- Your standard working hours will be 40 hours per week.
- 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 (cover letter, CV, proof of relevant education, recommendations) in English to the Embassy of Denmark at sofamb@um.dk marked "Job application Adm. Assistant – EU Presidency" no later than 06.11.2017.

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 in the period 07-10.11.2017.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact the Embassy at sofamb@um.dk .

For more information about the Embassy, see www.bulgaria.um.dk