



EMBASSY OF DENMARK
Tel Aviv

CONSULAR OFFICER

DO YOU WANT TO WORK IN A VIBRANT DIPLOMATIC ENVIRONMENT? ARE YOU A TRUE TEAM PLAYER? DO YOU THRIVE WITH ASSISTING LOTS OF DIFFERENT PEOPLE IN A FRIENDLY AND PROFESSIONAL WAY? IF SO, WE HAVE THE PERFECT JOB FOR YOU!

WHO WE ARE

The Danish Embassy in Tel Aviv represents Denmark in Israel and is a part of the Danish Foreign Service with its global network of embassies. We are around 20 colleagues, working from our modern and newly refurbished offices in the Museum Tower in Central Tel Aviv. The Danish Innovation Centre is an integrated part of the Embassy with the aim is to strengthen innovation and commercial links between Danish and Israeli companies and institutions.

WHAT WE OFFER

As our new team member, you will play a crucial role in the day-to-day operations of the Embassy. You will be responsible for a wide range of important tasks, most of them regarding consular affairs. We are a small - but dynamic and efficient - team, so it is crucial that all of us are flexible and willing to assist where needed. Our culture is characterized by a strong team spirit, an informal tone, a good sense of humour and a high level of job satisfaction.

You can expect to be working with:

- Provide customers with assistance on passports, visas and other consular matters.
- Assist Danish citizens, including tourists in Israel, with different matters and maintain a close contact with Israeli and Danish authorities.
- Be part of the Embassy's crisis management group and make sure that we are always ready for whatever situation that may occur.
- Different administrative tasks, that to some extent can be tailored to your expertise and interests.
- Assisting with a wide range of ad hoc tasks.

WHAT WE ARE LOOKING FOR

In general, we appreciate and foster these personal characteristics:

- A true team player.
- A high sense of responsibility and an ability to work independently and proactively.
- A high degree of integrity and ability to handle sensitive and confidential information in a professional manner.
- A high stress threshold and an ability to work on many tasks simultaneously

For the specific position, we are looking for someone who possess a combination of these professional skills:

- *Relevant previous work experience.* Could be from another embassy, an administrative support function or something else.
- *Service-minded.* Proud of delivering great service. Positive attitude and a born problem-solver.
- *Great communicator.* Interact with customers, contacts and colleagues in a friendly, clear and efficient manner - both orally and in writing.
- *Flexibility.* Understand and appreciate changing priorities and assignments. Ability to work outside normal office hours when needed.
- *Solid administrative competences.* Well organized and conscientious. Strong attention to detail.
- *Strong IT skills.* Experienced user of MS Office and the ability to quickly learn and master different IT platforms. Preferably the ability to explain and instruct others in IT matters.
- *Great language skills.* Our daily working language is English. Hebrew and/or Danish (or another Scandinavian language) will be an advantage.

EMPLOYMENT CONDITIONS

- Local contract terms.
- Full time (Monday-Friday workweek).
- Fixed monthly salary according to education, experience and skill level.
- Start date as soon as possible (subject to final approval by the Ministry of Foreign Affairs of Denmark, and pending security clearance).
- Travel days should be expected and may vary depending on projects etc.
- Working language at the office is English.

APPLICATION PROCESS

Please send your application (one-page cover letter, CV, proof of relevant education) in English in a single PDF file to tivamb@um.dk no later than April 9, 2023. Selected candidates will be invited for interviews.

Questions can be addressed to Deputy Head of Mission, Rasmus Bøgh Johansen (rasmjo@um.dk, +972 (0)54 8080 339), or Head of Consular Department and Joint Administration, Mary Marcusohn-Noach (marmar@um.dk, +972 (0) 54 8080 329).

You can learn more about our work at www.icdk.co.il, www.israel.um.dk, www.thetradecouncil.dk/en/services/innovation.

The Embassy promotes equality and diversity and encourages all to apply for the position regardless of age, gender, ethnicity, religion and disability.