Vacancy announcement
Personal Assistant to the Representative of the Faroe Islands to Israel

Position: Personal Assistant to the Representative of the Faroe Islands to Israel

Starting date: 1 March 2021 or as soon as possible thereafter

Location: Embassy of Denmark, Tel Aviv

Primary responsibilities
The Personal Assistant assists in managing the daily work of the Representative, making appointments, scheduling, receiving telephone calls, book-keeping, casework, accounting, filing, written communication, minutes from meetings and translation (oral and written). Special duties and responsibilities include handling of practical coordination and organization of various events and visits, market analysis including market access, preparing reports and other information material.

Requirements
Education: University degree, preferably in international business, political science or other relevant areas of social science. Language proficiency: Fluent in written and spoken Hebrew and English, knowledge of Faroese, Danish or another Scandinavian language is an advantage. Work experience: Experience in the above-mentioned areas or comparable responsibilities is required. Skills and competence: Good interpersonal skills, service-minded, ability to work independently, readiness to meet new challenges, flexibility, knowledge of the Israeli political situation.

Employment conditions
Full time position - 37 hours per week. The salary will be based on qualifications in conformity with the salary policy of the Embassy of Denmark. Employment is on a local contract and based on the Staff Rules of the Embassy of Denmark.

Application
To apply for the position please send CV and motivated application including relevant documents and photo to tlvamb@um.dk marked PA no later than Monday 15 February 2021. Interviews will take place in the last week of February.

Questions
For questions regarding the position please contact John Rajani, Representative of the Faroe Islands to Israel: johnr@ummr.fo / +972 (0) 54 893 1497.

The chosen candidate must present a “Non-Criminal Record” and pass security clearance by the Danish authorities prior to the start of employment.

About us
The Embassy of Denmark in Tel Aviv is working for the Kingdom of Denmark in Israel promoting Danish interests in Israel and strengthening the bilateral relations between Israel and Denmark. The Representative of the Faroe Islands in Israel works to promote and implement the policies and priorities of the Government of the Faroe Islands in its bilateral relations with Israel.