



EMBASSY OF DENMARK
Hanoi

The Embassy of Denmark in Hanoi is looking for a Senior Administrative Officer

Position: Senior Administrative Officer
Type of employment: 40 hours per week. Permanent contract
Starting date: As soon as possible
Location: The Danish Embassy in Hanoi, Vietnam
Deadline for application: 12 August 2025

Are you structured and at the same time thrive in a dynamic and, at times, unpredictable work environment? Do you have experience with HR tasks, financial management, security, facility management and compliance? Do you have an eye for detail and can you drive projects forward? Then we might be looking for you!

The Embassy of Denmark in Hanoi is looking for a Senior Administrative Officer to run the Embassy's administrative work.

Main tasks and responsibilities

- Implementation and oversight of administrative rules and guidelines issued by the Ministry of Foreign Affairs in Copenhagen in collaboration with Management
- Overall Embassy compliance with internal and external rules and legislation
- Operation, administration and facility management of the residence, posted staffs' houses and the embassy
- Team lead for the administrative section
- Embassy IT system administrator
- Management of various service contracts
- Payment approval and management of Embassy's admin budget
- Various administrative, HR and security tasks in support of the posted security officer and general management
- Administrative procedures and practical aspects in relation to local staff, communicating with MFA about personnel matters
- Cooperate with local authority concerning to Social Insurance and other Insurances' matter for local staff colleagues
- Perform other duties as assigned by the Embassy Management

Qualifications

- Bachelor degree in human resources/administration management or similar
- A Master degree is an advantage

Professional experience

- Minimum 6 years of progressive responsibility in human resources and/or administration
- Experience working in a diplomatic mission, an international organization or international company in a similar position

Skills

- Fluent in English – both written and spoken
- High personal integrity and natural authority
- Excellent communicator with a proactive mindset
- IT proficiency a must
- Take ownership of your tasks and proactively collaborate with cross-functional teams to ensure success
- Strong planning, coordination, and problem-solving abilities

What we offer

- A high degree of autonomy in an exciting, fast-paced environment
- Competitive salary based on your responsibility, your qualifications and experience
- A supportive, family-friendly workplace with strong work-life balance (40-hour work week, flex-time)
- Opportunities for professional development (on-the-job learning, MFA training, e-courses)
- Dedicated colleagues and an international atmosphere with strong team spirit



EMBASSY OF DENMARK
Hanoi

Employment conditions

- You are employed with a work week of an average of 40 working hours, including a 30 minutes daily lunch break
- You will be entitled to 20 days of paid vacation per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results
- Attractive health insurance
- Benefits and other conditions will be based on the Embassy's Staff Rules

How to Apply

Send your **application (cover letter, CV, educational documents, recommendations, and 2–3 references)** in

English to: hanamb@um.dk

Subject line: *Application – Senior Administrative Officer*

Deadline: 12 August 2025

Please note only shortlisted candidates will be contacted. The selected candidate must present a clean criminal record and pass security clearance by Danish authorities prior to employment.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying ([Privacy Notice \(um.dk\)](#)). By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

Contact

For questions about the position, please contact: **Ms. Le Thi Thanh Hai**, Senior Administrative Manager

- haitle@um.dk

About Us

The Embassy of Denmark in Hanoi covers both Vietnam and Laos and is part of the Danish Foreign Service. With around 50 staff members across Hanoi and Ho Chi Minh City, the Embassy is a vibrant and ambitious workplace.

Learn more: www.vietnam.um.dk