



## EMBASSY OF DENMARK

*Hanoi*

### The Danish Embassy is looking for a short-term staff member

<b>Position:</b>	<b>Temporary position as Personal Assistant to Ambassador (maternity leave)</b>
<b>Type of employment:</b>	Full time, 8-month contract
<b>Starting date:</b>	October 1 <sup>st</sup> , 2021
<b>Location:</b>	Danish Embassy in Vietnam, 7 <sup>th</sup> Floor, BIDV Tower 194 Tran Quang Khai Street, Lý Thái Tổ, Hoàn Kiếm, Hà Nội, Vietnam
<b>Deadline for application:</b>	August 14 <sup>th</sup> , 2021

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The Embassy is inviting qualified candidates to apply for a temporary position as a Personal Assistant to Ambassador.

#### Main tasks and responsibilities

- Plan and Manage the Ambassador's working schedule;
- Handle Embassy's logistic matters;
- Input and Follow up with programmes for incoming delegation/VIP visit & Protocol Matters;
- Manage close relationship with counterparts;
- Take care/support Embassy's events and PD activities;
- Participate in culture/PD and communications section activities;
- Assist Deputy Head Of Mission and other sections in ad hoc tasks;
- Coordinate with other sections, Ambassador's driver and Residence;
- Focal contact with Laos PDR;
- Back up for the Receptionist;

#### Required qualifications

- Minimum 5-10 years of working experience from similar position is desired.
- The candidate must be able to work with people at all levels at the Embassy, major international/multilateral organizations and Vietnamese government partners.
- The candidate must be accurate and conscientious, have a systematic approach and tidiness in own work and be dynamic and able to handle many tasks at the same time.

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- Team player, service minded and proactive is key criteria.
- Excellent interpersonal skills, high degree of professional ethics and high personal integrity. The candidate must have excellent computer skills and be fully fluent in written and oral Vietnamese and English.

### **We offer**

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- A large degree of self-dependence and self-management.
- Dedicated and warm colleagues and a family friendly work environment with flexibility
- An attractive salary based on the short period of the contract

### **Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to 'Embassy of Denmark' at email [hanamb@um.dk](mailto:hanamb@um.dk) clearly marked *Personal Assistant to Ambassador, application* no later than 14<sup>th</sup> of August, 2021.

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. Kindly notice that only short-listed candidates will be contacted. 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 Ms. Le Thi Thanh Hai – Senior Administrative Manager ([HAITLE@UM.DK](mailto:HAITLE@UM.DK) // +84 91323 8833).

### **About us**

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Vietnam and Laos. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 40 employees. For more information about the Embassy, see [www.vietnam.um.dk](http://www.vietnam.um.dk)