

Vacancy announcement



The Danish UNESCO Delegation in Paris is looking for a new colleague

Job:	Advisor/Administrative Officer
Employment status:	Permanent contract (CDI). 37 hours a week. Salary based on individual qualifications and experience.
Expected commencement date:	15 October 2023 or soonest thereafter
Workplace:	The Danish UNESCO Delegation in Paris 1, rue Miollis, 75015 Paris
Application deadline:	4 September 2023

The Danish UNESCO Delegation in Paris is looking for an Advisor/Administrative Officer

The Danish UNESCO delegation is looking for a dynamic and result-oriented advisor/administrative officer with intercultural competencies per 1 December 2023. The delegation is a small team, under the daily leadership of the Deputy Head. The team is responsible for the promotion of Danish interests in UNESCO, including the day-to-work and the smooth running of the office. The office is located in the UNESCO Annex Building. Your working week is varied and combine office tasks with meetings and networking.

Main tasks and responsibilities

- Contribute to profiling Denmark in UNESCO, including organizing events and visits at UNESCO Headquarters
- Be responsible for supporting strategic communication efforts via website and social media platforms to promote awareness and understanding of the role of Denmark in UNESCO
- Contribute to Denmark's participation in UNESCO's General Conference and other intergovernmental meetings
- Prepare for and present Danish views at meetings and report from meetings
- Continuously advise and assist the Deputy Head and the Ambassador on strategic issues
- Manage Danish candidacies and election issues, including campaigns and voting arrangements
- Process and communicate UNESCO requests, invitations, correspondences to a wide range of Danish authorities and UNESCO stakeholders
- Coordinate, organize and oversee administrative and clerical functions, including updating the database of stakeholders as well as the digital filing system for important and confidential documents.

Desired qualifications

- A relevant higher education with a focus on international relations and strong academic results, preferably combined with experience from working abroad
- Some knowledge of the UN system, including administrative issues and decision-making processes, and preferably also of the Danish central administration and/or Danish civil society actors
- Strong intercultural competencies and strive for personal as well as professional development, value teamwork and cherish a pleasant working environment
- An interest in and preferably experience with strategic communication and social media, including such as drafting and producing information products

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In addition, it is crucial that our new colleague:

- Can work and solve tasks independently
- Have good organization, time management and scheduling skills
- Possess strong analytical and operational skills
- Have strong written and oral communication skills
- Ability to multitask and to handle workload pressure and complex situations
- Can express yourself fluently both orally and in writing in Danish and English. Knowledge of French would be an advantage

We offer

- The opportunity to promote Denmark and Danish interests in the UN agency for education, sciences, culture, communication and information
- The opportunity to gain insight into and experience with diplomacy from a Danish multilateral representation, dealing with some of today's greatest global challenges
- An exciting and multicultural working environment with a fast-paced, multi-faceted environment, but also with an eye for continuous prioritization of tasks.

Employment conditions

- The Danish UNESCO Delegation is located in Paris
- We can offer an exciting and dynamic working environment with lots of speed and complexity, but also with a clear view for continuous prioritization of tasks.
- Working hours would be 37 hours per week.
- Employment conditions are following local terms.
- Salary in accordance with qualifications according to individual agreement.

Expected commencement date

15 October 2023 or soonest thereafter.

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 Malene Nielsen at malnie@um.dk marked "UNESCO staff member" no later than 4 September 2023 at 12:00.

We will invite selected candidates for an interview immediately thereafter. Interviews will be conducted via web link if necessary.

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 please contact the Deputy Head, Malene Nielsen (+33 6 85 16 64 61), or Chargée d'Affaires Anne Marie Tyndeskov Voetmann (+33 6 78 79 06 44).

Equality

The Ministry of Foreign Affairs wants to promote equality and diversity. Therefore, all qualified and interested, regardless of age, gender, religion and ethnicity are encouraged to apply for the position.

About us

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