

Administrative & Communications Assistant incl. PA to the Ambassador, at the Permanent Delegation of Denmark to the OECD in Paris



Position: Administrative & Communications Assistant

Type of employment: Temporary contract (CDD),
18 months, 35 hours/week

Starting date: As soon as possible, preferably by 1st of February 2025

Location: The Danish OECD-delegation in Paris
77 Avenue Marceau, 75116 Paris

Deadline for application: 3 January 2025 at 12 a.m.

The Permanent Delegation of Denmark to the OECD in Paris is looking for a “Administration & Communications Assistant” who will also act as Personal Assistant to the Ambassador.

Job description: As part of the Administration Team of the Delegation, you will be working closely together with the Ambassador and the rest of team consisting of 4 professionals/diplomats, a group of interns, another administrative staff member, colleagues at the Danish delegation to UNESCO – and colleagues at the Royal Danish Embassy. We are looking for a service minded “Swiss knife” with good social skills, a proactive and positive attitude, with an appetite for being part of a team and learning new things.

Tasks and responsibilities include, but are not limited to:

- Establishing and maintaining effective relationships with a wide range of contacts in the OECD, IEA and UNESCO, other contacts across the public and private sectors.
- Contact with the OECD and French authorities regarding rules and procedures applying to diplomatic missions.
- Managing the Ambassador’s calendar, arranging meetings and appointments as well as organising and supervising functions (meetings, lunches and dinners) hosted by the Ambassador and other colleagues at the Delegation.
- Assisting with arrangements and coordination for various kinds of official visits and public
- Diplomacy events as well as at internal meetings.
- Responsible for communication efforts (homepage, SoMe o.a.)
- Providing ad-hoc support to the Embassy and be stand-in for other colleagues.
- Making travel arrangements and settlements.
- Other duties as required.

We are looking for:

- Excellent communication skills, both written and oral, in English and French. Excellent Danish skills will be a clear advantage.
- A high degree of multi-tasking and time management capability.
- Flexibility, and a strong team player. Willingness to undertake a variety of tasks.

- Experience/good understanding of working in a multi-cultural setting.
- Strong IT skills.
- The ability to work both independently and in a team, as well as to create strong professional working relationships with people both internally and externally.
- Working experience of related administrative/executive secretarial work in a diplomatic mission/ international organization is an advantage.

We offer a position in an international, dynamic environment where we place great emphasis on delegation of tasks and responsibilities, openness, independence and a minimum of hierarchy. You will be offered an 18 months temporary contract. Your standard working hours will be 35 hours per week and you will be entitled to 5 weeks of paid holiday per year. Your salary will reflect your qualifications and relevant experience.

Application and recruitment process:

To apply for the position, please send your short application (in Danish or English) and CV to anmvoe@um.dk no later than 3 January 2025. The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to employment. Selected candidates will be invited for an interview soon after deadline. Expected starting date is flexible depending on availability and security clearance.

The Danish OECD Delegation in Paris attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Questions

For any questions regarding the position, please contact Anne Marie Tyndeskov Voetmann anmvoe@um.dk, tel: 0678790644