



## **VACANCY**

### **EXECUTIVE SECRETARY - EMBASSY OF DENMARK IN JAKARTA**

Do you thrive in an active and dynamic workspace that gives you all the responsibility you can handle?

Are you proactive and do you possess excellent organisational, social and communication skills?

Can you juggle several enquiries, at the same time be meticulous, and pay attention to detail?

Then YOU might be our new colleague. The Embassy of Denmark is looking for a new Executive Secretary to provide full secretarial and administrative support to the Ambassador and Deputy Head of Mission.

The Embassy of Denmark is a high-paced and dynamic Embassy that offers an informal and flexible working environment. We are ambitious with a clear goal of delivering results and boosting Denmark's relationship with Indonesia. You will be involved in many different activities ranging from secretarial support, logistical preparation of high level ministerial and delegation visits to assisting in organizing and arranging seminars, conferences, public diplomacy and cultural activities.

#### **Key responsibilities include but are not limited to:**

- Provide full secretarial and administrative support to the Ambassador and Deputy Head of Mission
- Manage calendar and organise meetings with counterparts in government, international institutions, private companies, media – including maintaining and updating the Embassy's contact database
- Draft and prepare official letters, Note Verbales, invitations, visit and driver programmes
- Responsible for the Ambassador's programmes (visit and travel) including travel bookings (flight and accommodation) and expenses settlement
- Organize the Ambassador's official events/functions (breakfast, lunch, dinner, receptions, meetings - invitation cards, guest lists, catering, settlement etc.) in the Ambassador's Residence
- Logistical support and preparation of in- and out-going high-level ministerial and delegation visits, seminars and conferences
- Assist with preparation and execution of ad hoc projects, staff seminars/away days, cultural and public diplomacy events



**EMBASSY OF DENMARK**  
*Jakarta*

### **Qualifications and competences required:**

- Minimum of 3 years of working experience in a Personal Assistant / Executive Secretary role
- Proven track record of working with foreign missions or international organisations / companies
- Fluency in written and spoken English and Bahasa Indonesia
- Proficiency in MS Outlook, Word, Excel, PowerPoint
- Willingness and ability to take personal ownership and responsibility
- A strong sense of accuracy and attention to detail
- Ability to handle stressful situations and prioritize multiple projects within tight timelines
- A positive, open-minded and pro-active approach to new and varying tasks
- Team player, well organized, responsible, flexible and loyal
- Excellent planning and organizational skills

### **What we offer:**

The Embassy is offering a two-year contract with the possibility of extension in accordance with regulations for local staff at the Embassy of Denmark in Jakarta. The salary will consist of a base salary, allowances reflecting the candidate's level of qualifications and functions in addition to a possible performance based bonus.

We would like you to start as soon as possible and preferably no later than 1 June 2018.

### **What you need to do:**

Please send your application, (cover letter, photo, CV and recommendations - no other documents required) by e-mail to: Embassy of Denmark, Email: [jktamb@um.dk](mailto:jktamb@um.dk) - marked 'Executive Secretary' before Monday 30 April 2018.

Kindly note that only short-listed candidates will be contacted.

For any questions regarding this position, please contact Deputy Head of Mission, Elsebeth Søndergaard Krone ([elsson@um.dk](mailto:elsson@um.dk)) or Head of Administration, Pernille Hartmann ([perhar@um.dk](mailto:perhar@um.dk)).