



**Are you a newly graduated university student and do you want to create business opportunities for Danish companies in Indonesia?**

*Then you should join the Danish Embassy as our new **Trade Assistant!***

The Trade Team at the Embassy of Denmark in Jakarta is looking for a proactive Indonesian assistant who wants to play an essential role in strengthening and promoting trade and investments between Indonesia and Denmark within various sectors.

We provide advisory services to Danish companies in support of their business activities in Indonesia. We work with both small and large companies. Our focus is in five sectors: 1) Maritime (incl. defence & infrastructure); 2) Agribusiness; 3) Clean-tech (incl. energy, waste and water), 4) Health & Life Science; 5) Design & Lifestyle; You can read more about us here: [www.indonesien.um.dk](http://www.indonesien.um.dk)

The Embassy's Trade Team consist of our Head of Trade and three trade advisors.

**Your role:**

You will be working closely together with the whole team and assist us with a lot of practical things in relation to our assignments for Danish companies within areas such as partner search, market access strategies, government relations and stakeholder engagement, regulatory framework and legislation. The team will draw upon your insight into Indonesian culture and the workings of the political system as well as your ability to create personal contacts and network. Thus, it is important that you are very service-oriented and have excellent people skills.

Assignments will further include:

- Preparation of reports on sectors and Indonesian politics within the different sectors.
- Contribution in assignments within public diplomacy, presswork and media handling, including social media.
- Helping cultivate the Embassy's network of Indonesian partners in various areas.
- Taking part in planning of Danish delegation visits to Indonesia, including minister visits, public diplomacy events as well as workshops and seminars.
- Provide political advice on the different sectors to the Embassy management team on all aspects of Denmark's engagement.

**What we are looking for:**

- You are a newly university graduate with possible experience from internships or studying abroad.
- You have an interest in the private sector in Denmark and/or Indonesia
- You have rich knowledge and interest in political processes and key sectors of interest to Danish business.
- You have excellent English skills both in writing and orally.

**What we offer:**

The Embassy is offering a one year fixed term contract with the possibility of extension in a fulltime job position. The salary will consist of a base salary allowance 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 15 August 2018.

The Embassy of Denmark offers an informal and flexible working environment – we want to have fun every day, but we are also ambitious with a clear goal of delivering results and boosting Denmark's relationship with Indonesia. Our Embassy team consists of a combination of posted staff and local colleagues – and we have an excellent gender balance.

**What you need to do:**

Send an application containing cover letter, photo, CV, copy of diploma(s) and any recommendations as a single PDF-file at the latest on **Friday, 6 July, 2018** by e-mail to: The Embassy of Denmark, Email: [jktamb@um.dk](mailto:jktamb@um.dk). Please write "Indonesian Intern Trade Team" in the subject.

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