



EMBASSY OF DENMARK
Jakarta

VACANCY
POLITICAL OFFICER FOCUSED ON ASEAN AND MALAYSIA –
EMBASSY OF DENMARK IN JAKARTA

- Position:** Political Officer focused on Asean and Malaysia
- Type of employment:** Full time, 37 hours week, employment for two-year contract with possibility of extension on a local contract.
- Starting date:** 1 March 2021 or soon thereafter
- Location:** Embassy of Denmark in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950
- Deadline for application:** 25 January 2021
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Are you our new Political Officer dedicated to #working for Denmark?

If the answer is 'yes!' you might be our new colleague! The Embassy of Denmark in Jakarta covers Denmark's relations to Indonesia, Papua New Guinea, Timor-Leste, ASEAN, and - from Mid-2021 - Malaysia.

The Political Section is looking for a pro-active, skilled Political Officer, who wants to play an essential role in strengthening and promoting political cooperation between Denmark, ASEAN, and Malaysia, and cover other Regional issues in South East Asia.

The Embassy's Political Section is headed by the Deputy Head of Mission and consists of two Political Officers, and a Political and Communications intern.

Your role:

The Political Officer for ASEAN, Malaysia and Regional Politics, is a new position that will coordinate the Embassy's coordination of ASEAN-matters, and Denmark's bilateral relations to Malaysia, and Malaysian domestic politics and economics.

The position involves: Political and economic developments within ASEAN and Malaysia; Denmark's bilateral relations with ASEAN and Malaysia; Promoting Danish strongholds and know-how in the ASEAN context; Cross-cutting coordination between the Embassy's sections and external partners in Jakarta and in the region; Regional and global dynamics and policies involving South East Asia, incl. in the Indo-Pacific, G20, UN, and other regional organisations; External communication incl. events and social media activities.



Assignments will include (but are not limited to):

- Focal point for Denmark's relations to ASEAN and Malaysia (from Summer 2021)
- Helping cultivate the Embassy's network of partners of relevance ASEAN and Malaysia, with a special emphasis on possible synergies with the Embassy's core activities in Danish strongholds within the sustainable agenda, energy, environment, food and agriculture, maritime affairs and health.
- Preparation of reports on ASEAN, Malaysia and Regional and Global dynamics involving South East Asia, other political relevant topics.
- Assisting with tasks related to the daily tasks of the Political Section, which also covers Indonesia, Papua New Guinea and Timor-Leste.
- Tasks related to public diplomacy events, presswork and media handling, including social media.

Your competences:

The Political Officer should have rich knowledge about political processes in ASEAN, Malaysia, incl. preferably Malaysian foreign and domestic policy, and other related issues such as human rights, defence, and security sectors. Fluency in English (oral and written) is a must. Networking skills and a large degree of independence in your work are crucial. In-depth experience with ASEAN or from the ASEAN secretariat is a huge asset. Experience from Malaysia, other Embassies/Missions in Kuala Lumpur or Jakarta, or international organisations is a plus (but not a must).

What we offer:

The Embassy is offering a one year contract with possible extension. 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 in early 2021.

The Embassy of Denmark offers an informal and flexible working environment. We are ambitious with a clear goal of delivering results and boosting Denmark's relationship with and visibility in the region. Our team consists of Danes and local colleagues.

Application and recruitment process:

Please send your application, (cover letter, photo, CV and recommendations - no other documents required) by e-mail to: Embassy of Denmark, E-mail: jktambvacancy@um.dk – marked 'Political Officer' before Monday 25 January 2021.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>). By sending your application, you actively consent to our processing of your personal information. In



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the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

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 note that only short-listed candidates will be contacted. Short-listed candidates will be invited for a job interview and will be exposed to an analytical skills test in English

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 this position, please contact Deputy Head of Mission, Søren Bindsbøll (sorbin@um.dk).

About us

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>