



Position: Academic Staff – Personal Assistant to the Ambassador and Political Officer

Reporting to: The Ambassador

Type of employment: Full time employment

Location: 11th Corporate Center, 11th Ave. cor Triangle Drive, Bonifacio Global City, Taguig City

Deadline for application: 20 May 2025

The Royal Danish Embassy in Manila is recruiting a skilled, dedicated and pro-active academic staff member. We are a dynamic Embassy, representing Denmark and promoting Danish interests in the Philippines.

As academic staff member, you will work closely with the Ambassador, focusing on political and policy issues, as well as select events, and cultural initiatives of the Embassy. You will also be coordinating the Ambassador's tasks and supporting the overall activities of the Embassy in close collaboration with colleagues. You will be part of an ambitious, international work environment that fosters both professional and personal development.

Main tasks and responsibilities

- Report on the political situation and geopolitical developments related to the Philippines
- Manage the calendar and activities of the Ambassador
- Coordinate with relevant colleagues to ensure consistent handling of Embassy responsibilities
- Inter-ministerial coordination between Denmark and the Philippines
- Arrange and participate in meetings; writing of minutes of the meeting
- Plan and assist on select events
- Flexibly support the Embassy sections as needed

Required qualifications

- University degree in politics, international relations, communication, or other relevant fields
- Strong analytical skills and strategic understanding
- A minimum of 3 years' experience in dealing with one or several of the above-mentioned tasks
- Excellent written and verbal communication skills in English and Filipino
- Structured mind-set, excellent planning and coordination skills
- Highly responsible, self-driven and strong social skills
- Ability to work efficiently while handling multiple tasks
- Proficient in establishing and sustaining professional relationships with external partners
- Advanced working knowledge of Microsoft Office applications (Word, Excel, PowerPoint)

Employment conditions

- Full time employment with 38 standard working hours per week, Monday to Friday
- 20 days of annual paid holiday
- Flexible working environment
- A salary reflecting your qualifications and experience
- Private health insurance scheme

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, and two to three references) in English to nnlambadmin@um.dk with “**Academic Staff – (surname, first name)**” in the email subject line.

In addition to an interview, selected candidates will be asked to pass a writing test.

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.

We process your data for recruitment purposes only. We intend to keep your data until the specific position has been filled, and then we will delete your data. You can read more about how we process your personal data [here](#)

[The Ministry of Foreign Affairs of Denmark Privacy Notice.](#)

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment

For more information about the embassy, please see: <https://filippinerne.um.dk>

*Please note: The embassy will not be able to answer questions from applicants during the time of the selection process. **If an applicant has not been contacted by the embassy by last week of May 2025, then the applicant has not been selected for an interview.** The embassy is thankful for the interest shown in the position as an Academic Staff member.*