

The Danish Embassy in New Delhi is looking for a Programme Officer to work on government-to-government sector cooperation on Health and Intellectual Property Rights



Position: Strategic Sector Cooperation (SSC) Programme Officer

Type of employment: Full time position

Starting date: As soon as possible

Location: Royal Danish Embassy, 33-B, Dr. S. Radhakrishnan Marg, Chanakyapuri, New Delhi -110021

Deadline for application: Wednesday, 4th June 2025

Reporting to: Sector Counsellors and Team Lead

The Embassy is seeking to recruit a Programme Officer to support the Indo-Danish collaborations on Health and Intellectual Property Rights, respectively, under the Green Strategic Partnership between Denmark and India. Sector policy and cooperation is at the core of the bilateral relationship between the two countries, and the position is an opportunity to help develop that relationship in two important sectors of interest. We are looking for a candidate who is flexible, robust, detail-oriented, diligent and a team player, and with relevant background from one or more of these fields.

You will be part of the embassy's Sector Policy Department. The team consists of a posted Counsellor as Team Lead, as well as seven posted Sector Counsellors, each working on strategically and politically important sector collaborations, as well as three other local programme officers and two interns.

You will be working on the two aforementioned sectoral tracks in close cooperation with, and under the leadership of, two Sector Counsellors, each covering one of the projects as well as the Team Lead.

Strategic Sector Cooperation (SSC) projects are long-term strategic partnerships between public authorities in Denmark and their counterparts in India. An SSC project is unique in the sense that it facilitates direct government-to-government cooperation in important strategic sectors.

Main tasks and responsibilities of Strategic Sector Cooperation (SSC) Programme Officers:

- Assist in planning and executing delegation visits by politicians, officials and experts to and from Denmark.
- To be the main partner for sparring, analysis and coordination for your two Sector Counsellors, including on project implementation, strategy and local context.
- Develop a network with relevant stakeholders at your level in order to facilitate the activities of the sector counsellors.
- Assist with analysis and write-ups of notes and reports on policy issues in relation to the sectors.
- Assist in setting up and attending meetings with local officials and experts with the Sector Counsellors.
- Support the Sector Counsellors by obtaining and keeping an overview of relevant stakeholders and developments within the sectors.
- Support record keeping and administrative procedures.
- Produce content for social media and public diplomacy in collaboration with the Public Diplomacy Department.

Required qualifications

- An academic Master's degree in politics, international relations, law, engineering, the natural sciences, or economics;
- Good analytical skills and interest in relevant policy areas (including, but not limited to, health and intellectual property rights);
- Strong practical/logistical skills with attention to detail and ability to keep an overview and juggle multiple tasks at the same time;
- Flexible team player with inter-cultural understanding: strong interest in and willingness to share knowledge with – and learn from – colleagues;
- Strong interpersonal skills including the ability to establish professional relationships and represent the embassy in a professional manner when engaging with external partners;
- Proactive with an ability to work independently and efficiently, and to deliver in stressful situations;
- Excellent computer literacy and MS Office skills;
- Fluency in English.

Desired qualifications

- Previous experience of working in relevant policy areas, e.g., in a government body, think tank, research organization or implementing agency
- Fluency in one or more Indian languages is an advantage.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
- Great opportunities for further development of your professional and personal competences
- A large degree of self-dependence
- Focus on on-the-job learning and competency development.

Employment conditions

- You will be offered full time employment on a local contract based on the relevant legally binding labour market rules of India
- 13th month salary
- Your salary will reflect your qualifications, relevant experience and proven work-related results in accordance with the Salary Policy of the Embassy
- You will be entitled to 25 days of paid holiday per year
- As part of your salary, you will be enrolled in the EPF-scheme
- Standard working hours are 37 hours per week
- Medical coverage (80:20, where 80% of the medical expenditure is reimbursed by the Embassy)
- Willingness to travel for work is required.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to Mr. Emil Støvring Lauritsen, Ms. Josefine Pallesen and Dr. Louise Boisen at delambrecruitment@um.dk marked “**SSC Programme Officer**” no later than **Wednesday, 4th June 2025**.

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 (<http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-ofdenmark-personal-data-policy>). By sending your application, you actively consent to our processing of your personal information. In 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, sexual orientation, religion, age or disability.

Only successful candidates will be contacted. Selected candidates will be invited for interviews – expected to take place in June.

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 the position, please contact Mr. Emil Støvring Lauritsen, Ms. Josefine Pallesen or Dr. Louise Boisen at delambredeployment@um.dk.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers India and the concurrently accredited countries of Sri Lanka, Maldives, Nepal and Bhutan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 70 employees, 18 of whom are posted from the Danish Ministry of Foreign Affairs. The Embassy has a flat management structure.