

The Danish Embassy is looking for a Political Officer

Position: Political Officer

Type of employment: Full time position, initially 1 year with possibility of subsequent extension.

Starting date: 1 August 2025

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



Deadline for application: 5 May 2025

The Danish Embassy in New Delhi is seeking to recruit a dynamic, positive and pro-active political officer. The Officer is part of the Embassy's Political Department. The team consist of the Deputy Chief of Mission (team leader), First secretary, one other local political officer and an intern.

We are looking for a person who is detail-oriented, flexible and good at driving forward many different projects and agendas as well as being a good team player.

The main tasks and responsibilities as Political Officer include, but are not limited to:

- Work as an integral part of the Political Team.
- Assist the political team with monitoring political and economic developments and trends, and provide inputs e.g., for background briefs. (Including on the Embassy's side accredited countries: Bhutan, Maldives, Nepal and Sri Lanka.)
- Plan and execute delegation visits to India and Denmark. Take the lead with logistics, accommodation, and planning.
- Help prepare official meetings, including with Government officials, partner organisations and stakeholders.
- Provide assistance to the head of the political team in organising the day-to-day work of the department.
- Help expand the Political Team's policy network and assist with stakeholder management.
- Any other task as assigned by team leader / management.

Required qualifications

- A relevant master's degree in e.g., political science, international relations, or other relevant education.
- Solid understanding of both Indian and international politics.
- Especially strong background on India's foreign policy and neighbourhood.
- Excellent writing skills and an ability to independently produce high-quality written material for a variety of audiences, which is precise and tailor-made.
- Good verbal and written communication skills in English.
- Good planning skills, incl. relevant experience with delegation planning and execution.
- Ability to interact with policy makers and decision makers.

- Knowledge of the Indian administrative system and the working of the government.

Desired qualifications

- An established network in policy circles in New Delhi, especially on foreign policy.
- Understanding of the domestic political situation in Denmark and the EU is an advantage.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- As a large Danish representation, we have all the diplomatic tools at our disposal and you will be involved in many different activities: Political and economic cooperation, government-to-government activities as well as cultural cooperation, public diplomacy and strategic communication and supporting trade and innovation activities.
- Great opportunities for further development of your professional and personal competences.
- A large degree of self-dependence.

Employment conditions

- You will be offered full time employment on a local contract for an initial duration of one year with the possibility of extension subject to satisfactory performance during an initial 3 months' probationary period.
- Your salary will be based on standard entry level and will reflect your qualifications, relevant experience and proven work-related results in accordance with the Salary Policy of the Embassy.
- Medical coverage (80:20, where 80% of the medical expenditure is reimbursed by the Embassy).
- As part of your salary, you will be enrolled in the EPF-scheme.
- You will be entitled to 25 days of paid leave per full year of work (2.08 days earned per month)
- Communication equipment incl. mobile device needed in order to carry out the position.

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 HR Officer Ms Nibedita Sengupta at nibsen@um.dk, copy to delamb@um.dk marked “**Application for Political Officer**” in the subject line no later than 5 May 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-of-denmark-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, religion, age or disability.

Selected candidates will be invited for interviews, expected to take place shortly after the application deadline. Due to the high volume of applications, the Embassy will not be able to send notices to those not invited to interviews.

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 Ms Nibedita Sengupta at nibsen@um.dk or Political Officer, Mr Ole Vestergaard Amstrup at oleams@um.dk.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers India and the side-accredited countries of Sri Lanka, the Maldives, Nepal and Bhutan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 62 employees, 18 of whom are posted from the Danish Ministry of Foreign Affairs. The Embassy has a flat management structure.

For more information about the Embassy, see <http://indien.um.dk/>