



MINISTRY OF FOREIGN AFFAIRS OF DENMARK

The Embassy of Denmark in Mexico is looking for a Programme Officer starting January 2022 to support the Sector Programmes in Health and Food & Agriculture

The Embassy of Denmark is hiring a proactive, ambitious and result-driven Programme Officer to support the implementation and progress of the Embassy's two sector programs within the area of health and food & agriculture in close cooperation with the embassy's sector counsellors.

Together with the sector counsellors, your role will be to facilitate and promote government-to-government cooperation between Mexico and Denmark within health and food & agriculture with the aim of contributing to sustainable growth and development in Mexico as well as strengthening bilateral relations and positioning the Danish private sector.

The sector cooperations are formalized cooperation programs between Danish and Mexican public authorities, but also seek to cultivate and promote broader partnerships with the aim of contributing to the UN Agenda 2030 and the Sustainable Development Goals involving private sector stakeholders and academia through network and capacity development activities supported by the Danish Development Cooperation (DANIDA).

Main Tasks and Responsibilities

Your job will focus on supporting the implementation of the sector cooperation programs. Your tasks will include the following:

- Facilitate the dialogue and collaboration with Mexican partners and relevant stakeholders
- Contribute to the elaboration of analyses and reports
- Assist with the coordination and execution of delegation visits, workshops and travels
- Assist with the coordination and execution of communication activities related to the sector programs
- Prepare written material such as speeches, presentations, formal letters etc.
- Maintaining close attention to political developments of relevance for the two sectors in Mexico

About You

You have a strong interest in diplomacy, politics and sustainable development and at the same time strong capabilities within administration. Furthermore, you:

- Have a relevant university degree.
- Have relevant work experience, ideally from a politically driven organization in Mexico.
- Are fluent in spoken and written English and Spanish.
- Have great communication skills, both spoken and written
- Are curious, proactive and capable to work independently and be self-leading in task resolution.
- An empathic and ambitious team player eager to share and learn from colleagues.

Knowledge of or education in the healthcare and/or the food/agriculture sectors in Mexico will be considered a plus. As will knowledge of Danish.



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We Offer

The Embassy offers a full time position starting January 2022 in an international working environment:

- The work environment at the Embassy includes a great, motivated and diverse group of colleagues.
- We greatly emphasize delegation of tasks and responsibilities, openness, independence, flexibility, transparency and a minimum of hierarchy.
- You will have great possibilities for developing your competences in an international setting.
- The workweek will be on average 37 hours Monday-Friday, but with expected flexibility in busy periods.
- Five weeks of vacation, the option to join a pension scheme and medical care.
- Salary will be based on qualifications.

Contract will be in accordance with standards for The Danish Foreign Service and Mexican Labour Law. The Ministry of Foreign Affairs & the Embassy of Denmark value diversity and equal opportunities for all and welcome applications from all qualified candidates regardless of race, sex, religion, age or disability.

Application and Recruitment Process

We require the following documents:

- Cover letter/motivational letter: your motivation for applying for the position and how you see yourself adding value to the position and the Embassy (in English).
- CV (in English).
- Documentation of relevant education.
- Certificate of no criminal offences (issued no earlier than 30 days before application deadline).
- Recommendations and references with contact information.

It is expected that the candidate for the job has permission to work in Mexico before starting the position. If necessary, the Embassy will assist with the documents related to the position.

Please submit your application with the relevant supporting documents to mexamb_recruitment@um.dk marked "Application: Programme Officer to SSC".

Deadline

Deadline for application is November 26, 2021 by close of business. Selected candidates will be invited for interviews, which are expected to take place during the last week of November. Final candidates will have to pass security clearance by the Danish authorities.

Additional information

For additional information about the position, please feel free to contact the Sector Counsellors Anne Katrine Sorensen (Health) akasor@um.dk or Mads Vinther (Food & Agriculture) madvit@um.dk.

More information about the sector cooperation programs, please click [here](#).

For more information about the Embassy, please see our website www.mexico.um.dk
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