



JOB OPPORTUNITY - PROGRAMME AND DEVELOPMENT AID ASSISTANT

The Embassy of Denmark in Mexico is looking for a *Programme and Development Aid Assistant* starting in October 2024 to support the Sector Programmes in Energy, Food & Agriculture and Health and to support the administration of the embassy's development funds projects.

The Embassy of Denmark is hiring a proactive, motivated and result-driven **Programme and Development Aid Assistant** to support the implementation and progress of the embassy's three sector programmes within the area of Energy, Food & Agriculture and Health.

The Sector Programmes are formalised cooperation programmes between Danish and Mexican public authorities, which also seek to cultivate and promote broader partnerships with the aim of contributing to the UN Agenda 2030 and the Sustainable Development Goals (SDG) involving private sector stakeholders and academia through network and capacity development activities supported by the Danish Development Cooperation (Danida).

Together with the Sector Counsellors, your role as Programme and Development Aid Assistant will be to facilitate and promote government-to-government cooperation between Mexico and Denmark within Energy, Food & Agriculture and Health with the aim of contributing to sustainable growth and development in Mexico as well as strengthening bilateral relations and positioning the Danish private sector.

Besides the Sector Programmes, the embassy has been granted development project funds within the sectors of Energy and Health through **Danida's SDG Facility**. As Programme and Development Aid Assistant you will be in charge of the administration and management of these projects in cooperation with local and Danish partners, in accordance with the aid management guidelines and in collaboration with the Deputy Head of Mission.

About the Sector Programmes

In the **Energy** sector, a Danish Energy Partnership Programme (DEPP) focuses on climate change adaptation and mitigation efforts, energy efficiency and structural developments of the electricity grid. The DEPP rooted at the Danish Energy Agency has several partners at Federal and State level such as SENER, CENACE, CFE, SEMERNAT, INECC, UNAM, etc.

In the **Food & Agriculture sector**, a Strategic Sector Cooperation runs between the Danish Veterinary and Food Administration and SENASICA. The focus is improvement of animal health and food safety and contributions to lowering CO2 emission from the livestock sector in collaboration with SENASICA, SADER and stakeholders such as OPORMEX and IMP.

In the **Health** sector, a Strategic Sector Cooperation SSC is ongoing between The Danish Ministry for Interior and Health, Secretaría de SALUD and COFEPRIS. The overall purpose of the collaboration is to strengthen primary healthcare. Within this purpose, the project focuses on preventing chronic diseases, mental health and regulatory improvements.

Main Tasks and Responsibilities

Your job will focus on supporting the successful implementation of the embassy's sector programmes and the administration of the SDG facility projects. Your tasks will include the following:

- Assist with the coordination and execution of delegation visits, workshops and travels/logistics.
- Assist with the coordination and execution of communication activities.
- Research on speakers and meeting participants and prepare written material such as speeches, presentations, formal letters, etc.
- Contribute to the elaboration of analyses and reports, as well as assistance on translations when needed.
- Pay attention to political developments in Mexico of relevance for the embassy's three sector programmes.
- Administration of the embassy's SDG facility projects through relevant IT systems and in accordance with official aid management guidelines.
- Monitoring of the SDG facility projects and prepare reports for the Ministry of Foreign Affairs of Denmark and Danida.

About You

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

- Have relevant administration work experience, ideally from a politically driven organisation in Mexico.
- Fluency in both English and Spanish (DELE C1/C2 or equivalent).
- Have well-developed interpersonal and communication skills.
- Have a high level of organisational and administrative skills, including proficiency in Microsoft Outlook, Word and Excel.
- Have proficiency and experience in creating content for social media.
- Have a relevant university degree, potentially within administration.
- Are curious, proactive and capable to work well on your own and be autonomous in task resolution.
- Have the ability to work well under pressure while ensuring accuracy and attention to detail.
- An empathic and motivated team player eager to share and learn from colleagues.
- Must have a legal entitlement to live and work in Mexico prior to recruitment.

Knowledge of and experience with development aid projects will be considered a plus. As will knowledge of Danish or other Scandinavian languages.

We Offer

The Embassy offers a full time position starting October 2024 in an international working environment:

- The work environment at the Embassy includes a great, motivated and diverse group of colleagues.
- We emphasise delegation of tasks and responsibilities, openness, independence, flexibility, transparency and a minimum of hierarchy.
- You will have possibilities for developing your competencies in an international setting.
- The work week 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 of Denmark & the Embassy of Denmark in Mexico 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

Please send your application (cover letter/motivation, resume, relevant documentation of education) in **one PDF-file in English** to mexamb_recruitment@um.dk with "Application: Programme and Development Aid Assistant " in the subject field. Selected candidates will be invited for in-person or virtual interviews in mid-August.

Final candidates will have to pass security clearance by the Danish authorities before taking on the position.

Deadline for application is **Monday 5 August 2024** by end of day.

Additional information

For additional information about the position, please feel free to contact Sector Counsellor for Food and Agriculture, Mr. Bjarne Nielsen bjarni@um.dk.

More information about the sector programmes, please click here [insert link: [Government Cooperation \(um.dk\)](#)]

For more information about the Embassy, please see our website <https://mexico.um.dk/en>