



## **Position as Consular Officer on a local contract at the Embassy of Denmark in Bangkok, Thailand**

**Position:** Consular Officer

**Type of contract:** Full time, 37 hours per week- Locally employed

**Starting date:** As soon as possible

**Location:** The Embassy of Denmark, 10 Sathorn Soi 1, 10120 Bangkok, Thailand

**Application deadline: Friday 24<sup>th</sup> January 2025 COB.**

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The Embassy of Denmark in Thailand is seeking to recruit a positive, dynamic, multi-skilled person with strong customer service focus, good communication skills and attention to detail. Candidates must demonstrate a high level of integrity, self-motivation and initiative.

If you enjoy helping people and want to ensure that Danish citizens have a positive experience in their interaction with the Danish Foreign Service, you now have the chance to become part of our high performing team at the Embassy in Bangkok.

In the position, you will be at the frontline in the Consular Department, and you will face many challenging tasks and a wide range of different customers. You will become part of a team where your ability to keep your composure under pressure is a necessity, as well as your willingness to assume routine tasks.

### **Your task will include the following**

- Consular tasks, such as assistance to Danish citizens in distress, cooperation with Danish and local authorities, handling inquiries, crisis and contingency planning, processing passports, issuance of documents etc. Furthermore, you will provide assistance to Danish Honorary Consulates.
- External communication incl. following the media situation, website editing and Social Media updates.
- Various ad hoc tasks.

### **About you**

- A bachelor's degree or similar administrative qualifications and/or relevant working experience. Relevant work experience in consular matters will be an advantage.
- Fluency in English; oral and written. Knowledge of Thai, Danish or another Scandinavian language is an advantage.
- Knowledge of Danish Public Administration and GDPR is an advantage.
- A strong interest in service and consular matters including a high degree of responsibility, integrity and discretion.
- Great interpersonal skills, resilience and team player abilities.

### **We offer**

- A local position in an international, dynamic environment where we value great emphasis on delegation of tasks and responsibilities, openness, independence and a minimum of hierarchy.



- Favourable employment conditions under local staff rules, healthcare coverage according to local staff rules, pension scheme according to the corporate rules of the Danish Ministry of Foreign Affairs.
- Standard working hours of 37 hours per week including lunch.
- 23 holidays per year as well as public holidays equivalent to the number of Danish holidays any given year.
- The opportunity to further develop your competences on consular matters in an international setting.
- Being part of a team with helpful and positive colleagues in a busy and large Embassy.

The Consular Officer will be employed according to regulations for local staff at the Embassy of Denmark in Thailand. The appointment is subject to a successful security clearance obtained from the relevant Danish authority.

### **Application and recruitment process**

To apply for the position, please send your application to [bkkambhr@um.dk](mailto:bkkambhr@um.dk) with the following documents:

- Cover letter/motivational letter; your motivation for applying for the position and how you see yourself adding value to both the position and the Embassy as a workplace.
- CV in English.
- Documentation for relevant education and recommendations.
- Selected candidates will be asked to present 2-3 references with contact information.

Please mark your application: "Application: Consular Officer".

**Deadline: Friday 24<sup>th</sup> January 2025 COB.** Applications received after the deadline will not be taken into consideration.

Due to personal data regulations (GDPR), applicants can choose to send the application via e-Boks (read "how to" here: <http://thailand.um.dk/da/om-os/Kontakt/send-digital-post/>) or as a regular letter.

Selected candidates will be invited for an interview, expected to take place no later than end February. Final candidates will have to pass security clearance by the Danish authorities and present a "No criminal record".

### **Questions**

For any questions regarding the position, please contact Consul Charlotte Duelund on e-mail: [bkkambhr@um.dk](mailto:bkkambhr@um.dk).

### **About us**

The Embassy of Denmark is part of the Danish Foreign Service. The Embassy covers Thailand and Cambodia.

The Embassy emphasises equal opportunities for everyone and welcomes applications from qualified persons regardless of race, gender, religion, sexuality or disability. You can read more about the Danish Embassy in Bangkok at <http://thailand.um.dk>.

For more information about the Embassy, please see our website [www.thailand.um.dk](http://www.thailand.um.dk).