

The Permanent Representation of Denmark to the Council of Europe Seeks a Personal Assistant to the Ambassador



Position:	Personal Assistant to the Ambassador
Employment type:	Local full-time fixed-term contract (CDD, 35 hours/week) for a period of two years, with the possibility of extension.
Start date:	As soon as possible
Place of work:	Permanent Representation of Denmark to the Council of Europe, Strasbourg 20, Avenue de la Paix, 67000 Strasbourg

The Permanent Representation of Denmark to the Council of Europe is seeking a highly professional, structured and service-minded Personal Assistant to the Ambassador, who serves as Denmark's Permanent Representative to the Council of Europe, in order to ensure the smooth daily functioning of the Office of the Permanent Representative and to provide high-level administrative, organisational and logistical support.

The role requires a person who thrives in a busy and varied environment, enjoys keeping track of many parallel tasks, and takes pride in creating structure, overview and calm around the Ambassador's daily work.

The Personal Assistant will work in close cooperation with the Ambassador, the Deputy Permanent Representative and the staff of the Representation. The Representation is a small and dynamic diplomatic mission with a total staff of nine, where close cooperation, flexibility and the ability to maintain overview across tasks are essential.

The position requires a high degree of professionalism, discretion and reliability.

Responsibilities

The Personal Assistant will be responsible for a broad range of administrative and organisational tasks, including:

- Managing the Ambassador's calendar, appointments, meetings and official travel
- Preparing, coordinating and following up on meetings, visits and official events
- Helping to prioritize requests, meetings and follow-up in order to support the Ambassador's effective use of time
- Handling correspondence, files and documents
- Keeping track of multiple ongoing tasks, deadlines and priorities, and ensuring timely follow-up across the Representation's activities
- Coordinating with the Representation's staff, Danish authorities, the Council of Europe, diplomatic missions and external partners

- Providing logistical and administrative support during high-level visits and official events
- Acting as a professional and service-minded point of contact for internal and external stakeholders
- Carrying out other duties as required

Profile and Qualifications

- Proven experience as a personal assistant, executive assistant or in a comparable role
- Excellent organizational skills, a structured mindset and a strong ability to prioritize
- Ability to remain calm and maintain an overview, including in a demanding and high-intensity working environment
- Enjoys creating order, structure and overview in a fast-paced working environment
- Strong sense of judgement, tact and diplomatic awareness
- Comfortable handling many parallel tasks and shifting priorities
- High degree of discretion, integrity and sense of responsibility
- Ability to work independently and proactively
- Flexibility, reliability and strong service orientation
- Excellent drafting and communication skills
- Good command of standard IT tools, including Microsoft Office and calendar/document management systems

Languages

- Excellent command of both English and French is required. English is the normal working language at the office.
- Knowledge of Danish or another Scandinavian language is considered an advantage

Conditions

- The initial contract period is two years, with the possibility of extension.
- Full-time position, 35 hours per week under a local contract
- Five weeks of annual leave per year
- Salary according to qualifications and experience

Application Process

Applications, including a CV and cover letter in English, should be sent to sxbrep@um.dk

Selected candidates will be invited to interviews in English on an ongoing basis.

The Permanent Representation of Denmark to the Council of Europe attaches great importance to equal opportunities and non-discrimination and welcomes applications from all qualified candidates.

The successful candidate must be able to provide a clean criminal record certificate and will also be subject to a security clearance procedure prior to employment.

Questions

For further information, please contact Deputy Head of Mission, Afshin Berahmand, afsber@um.dk, +33 (0)3 69250101.