

Vacancy announcement

The Royal Danish Embassy in Tokyo is looking for a Political and Economic Officer



Position:	Political and Economic Officer
Type of employment:	Full time position. Two-years duration with the possibility of extension.
Starting date:	1 September 2026.
Location:	Royal Danish Embassy, 29-6 Sarugaku-cho, Shibuya-ku, Tokyo 150-0033, Japan
Deadline for application:	1 May 2026 by email.

Do you have a passion for foreign and security politics? Are you motivated by the opportunity to strengthen bilateral relations between Denmark and Japan? And do you aspire to pursue a career within diplomacy? Then you might be the new colleague, we're looking for at the Royal Danish Embassy in Tokyo.

The Political Team at the Royal Danish Embassy in Tokyo is looking for a qualified candidate for the position of Political and Economic Officer. The Political Team represents Danish interests on a wide range of policy areas, and in this role, you will play a key part in analysing and reporting on developments in Japan's domestic, regional, and foreign policy landscape.

Main tasks and responsibilities

- Monitor, analyse, and report on key developments in Japan's domestic, regional, and foreign landscape.
- Conduct outreach and build strategic networks in Japan to advance Danish interests and strengthen bilateral cooperation.
- Plan and execute ministerial visits, parliamentary visits, and other high-level engagements.
- Provide support and assistance on other tasks assigned by the Embassy Management.

Qualifications

We are looking for a colleague who:

- Holds a Master's degree, preferably in political science, international law, or similar.
- Strong analytical and reporting skills.
- Has a high proficiency in English; knowledge of one or more Scandinavian languages an advantage.
- Preferably has 2-3 years of work experience including previous experience with international projects or governmental work.
- Has an ability to prioritise tasks and works independently and pro-actively.
- Has highly developed planning and project execution skills and pays great attention to details.
- Contributes to a positive working environment.
- Knowledge of Denmark and Danish strongholds is a strong asset.

We offer

- A good working environment in a dynamic, international atmosphere.
- Great opportunities for further development of your professional and personal competences.
- A salary reflecting experience and competencies.

Employment conditions

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- You will be offered a full-time employment for 2 years, with the possibility of extension, on a local contract based on the relevant legally binding labour market rules of Japan.
- Your standard working hours will be 40 hours per week with a large degree of flexibility in organizing your own daily working hours.
- You will be entitled to paid vacation (25 working days for a full year). Further to this, the Embassy observes a number of paid public holidays equal to the number of public holidays in Denmark, some of which are placed during the employment period.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process

To apply for the position, please send your application to the Embassy (cover letter, CV, proof of relevant education/experience and 2-3 references or recommendations) in English to tyoamb@um.dk no later than end of business on 1 May 2026. Please mark your application: “[NAME,] Political and Economic Officer”]

Note: The application must not contain personal information that is sensitive under the definition in the European GDPR regulations¹ nor under the definition of confidential data under Danish data protection rules.²

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 which are expected to take place in the weeks following the application deadline.

The chosen candidate must pass and maintain security clearance by the Danish authorities prior to appointment. The application is initiated by the Embassy.

Questions

If you have any questions regarding the position or application procedure, please send your inquiry in English to tyoamb@um.dk.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 40 employees, 7 of whom are posted from the Danish Ministry of Foreign Affairs and other Ministries in Denmark.

For more information about the Embassy visit <https://japan.um.dk/>.

¹ https://commission.europa.eu/law/law-topic/data-protection/information-individuals_en

² <https://www.datatilsynet.dk/regler-og-vejledning/grundlaeggende-begreber/hvad-er-personoplysninger>