



<b>Position</b>	<b>COMMERCIAL OFFICER</b>
<b>Type of Employment</b>	Full-time Employment
<b>Location</b>	11th Corporate Center, 11th Ave. cor Triangle Drive, Bonifacio Global City, Taguig City
<b>Reporting to</b>	Head of Trade
<b>Department</b>	Trade Council
<b>Purpose</b>	To drive efforts within the food & agriculture and water sectors
<b>Deadline for application</b>	<b>22 May 2026</b>

The Royal Danish Embassy in Manila is recruiting a skilled, dedicated, and pro-active **Commercial Officer**. We are a dynamic Embassy, representing Denmark and promoting Danish interests in the Philippines.

#### **About the Trade Council:**

At The Trade Council, we work to strengthen the diplomatic ties between Denmark and the Philippines across the following sectors: Energy, Health, Food & Agriculture, Defence and Maritime, Digitalisation and Sustainability. As part of this effort, we are looking for a results-oriented and proactive colleague who can help translate strategic partnerships into concrete business opportunities, innovation collaboration, and long-term value. You will be responsible for delivering services for Danish companies within Health sector, guided by the framework that governs the Trade Council as a Danish public authority. Based on Danish positions of strength and the strategic partnership agreements between Denmark and the Philippines, you will work to create tangible results through business development, innovation cooperation, and strategic partnerships.

#### **Main tasks and responsibilities:**

- Promoting the Trade Council's services and secure commercial orders
- Providing strategic advice to Danish companies and organisations on market access and business opportunities in the Philippines
- Developing and executing Trade Council activities primarily on the Health sector but will also be involved with other sectors
- Conducting market research, business partner search and
- Liaising with commercial and government partners including arranging meetings
- Preparing export promotion events, in relation to trade exhibitions, seminars, conferences, high level visits etc.
- Producing and editing economic analysis reports, presentations and articles
- Maintaining and updating the commercial database



- Assisting in implementing the follow up and execution of projects of the Trade Council
- Help manage Trade Council mailbox and distribute as appropriate

### **Essential Skills:**

- University degree in Economics, Business Management, International Relations, Communications or other relevant fields;
- Excellent written and verbal communication skills in English and Filipino
- At least 2-3 years of relevant experience with project management, consultancy work, and/or business development, preferably from an international context and ideally within the health sector;
- Proficient in Microsoft Office Applications including Word, Excel and Powerpoint;
- Familiar with other web-based applications (Google suite, MS Teams, Canva, etc). and social media platforms;
- Flexible in terms of assignments given;
- Can work efficiently in a team and able to work with tight deadlines.
- Ability to meet specific targets/KPIs

### **Employment Conditions:**

- Full time and initial employment of 2 years with three (3) months probationary period
- 20 days of paid holiday per year
- Medical Benefits
- 13<sup>th</sup> month salary
- Salary that will reflect your qualifications, relevant experience and proven work-related results.

### **Application and recruitment process:**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and two to three references) in English to [mnlambdtcp@um.dk](mailto:mnlambdtcp@um.dk) and put “**Application: Commercial Officer (Last Name, First Name)**” in the email subject line.

We process your data for recruitment purposes only. We intend to keep your data until the specific position has been filled, and then we will delete your data. You can read more about how we process your personal data here:

[The Ministry of Foreign Affairs of Denmark Privacy Notice](#)

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

For more information about the embassy, please see: <https://filippinerne.um.dk>



**ROYAL DANISH  
EMBASSY**  
*Manila*

*Please note: The embassy will not be able to answer questions from applicants during the time of the selection process. If an applicant has not been contacted by the embassy by the **end of June 2026**, then the applicant has not been selected for an interview. The embassy is thankful for the interest shown in the position as handyman and driver.*