



## **The Embassy of Denmark in Hanoi is looking for an Admin & Finance Officer for Consulate General in HCMC**

**Position:** Admin & Finance Officer for Consulate General in HCMC  
**Type of employment:** 40 hours per week. A two-year contract with possible extension  
**Starting date:** As soon as possible  
**Location:** Consulate General in HCMC, Vietnam  
**Deadline for application:** COB 21 Oct 2026

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*Are you structured and at the same time thrive in a dynamic and, at times, unpredictable work environment? Do you have experience with administrative tasks, financial and project management? Do you have an eye for detail and can you drive projects forward? Then we might be looking for you!*

The Consulate General in HCMC is looking for an Admin & Finance Officer to support the Consulate General.

### **Main tasks and responsibilities**

#### **1. Administration and Personal Assistant to the Consul General**

- Manage day-to-day administrative activities and support the smooth operation of the Consulate General.
- Provide general administrative and organisational support to the Consul General, including support with calendars, appointments, meetings, travel arrangements, and other professional and personal commitments as required.
- Coordinate meetings, official visits, events, receptions, and other activities.
- Prepare and coordinate correspondence, briefing materials, presentations, meeting notes, and other documents.
- Maintain organised electronic and physical filing systems, records, and databases.
- Maintain office supplies, equipment, service contracts, and other administrative resources.
- Liaise with suppliers, service providers, government authorities, diplomatic missions, and other external contacts.
- Coordinate administrative matters with the Embassy of Denmark in Hanoi and ensure relevant procedures are followed.
- Perform other duties as assigned by the Management

#### **2. Finance & Accounting Support**

- Take charge of all accounting needs of the Consulate General
- Process bank payments for running cost and internal accounting system
- Keep control of the Consulate General budget and expenditures
- Keep track of VAT recording for VAT refunding on quarterly basis
- Coordinate with Embassy of Denmark in Hanoi for monthly, quarterly and yearly accounting reports
- Liaise with FOSCO for social insurance contribution
- Liaise local bank and Ministry of Foreign Affairs in Denmark on banking issues

#### **3. Additional Consular Support**

- Provide administrative support for the consular department when needed for visa, passport, driving licence, and other consular services.
- Assist with applications, appointments, enquiries, correspondence, and follow-up.
- Maintain accurate and confidential consular records and documentation.



- Liaise with applicants and relevant authorities as required

## **Qualifications**

- Diploma or degree in Business Administration, Finance, Accounting, International Relations, Public Administration, or a related field.
- Relevant professional experience in administration, finance, consular services, executive assistance, or a similar role.
- Good understanding of basic accounting and financial administration.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, particularly Word, Excel, Outlook, and PowerPoint.
- Ability to manage confidential and sensitive information appropriately.
- Strong attention to detail and accuracy.
- Ability to work independently while also collaborating effectively with colleagues and external stakeholders.
- Experience in a diplomatic mission, government office, international organisation, or similar environment would be an advantage.

## **Professional experience**

- Minimum 3–5 years of relevant professional experience in administration, finance, consular services, executive/personal assistance, or a related field.
- Demonstrated experience in office administration, financial record-keeping, budgeting, payments, invoicing, and expense management.
- Experience providing administrative and organisational support to senior management, including calendar management, scheduling, travel arrangements, correspondence, and meeting coordination.
- Previous experience in a diplomatic mission, consulate, government institution, international organisation, or similar professional environment is an advantage.
- Experience dealing with government authorities, financial institutions, suppliers, service providers, and members of the public.
- Experience working in a multicultural or international environment is desirable.

## **Skills**

- Take ownership of your tasks and proactively collaborate with cross-functional teams to ensure success
- Strong planning, coordination, and problem-solving abilities
- High personal integrity and natural authority
- Excellent communicator with a proactive mindset
- Fluent in English – both written and spoken and ability to provide translation during meetings
- IT proficiency a must

## **What we offer**

- A high degree of autonomy in an exciting, fast-paced environment
- A supportive, family-friendly workplace with strong work-life balance (40-hour work week, flex-time, 20 days annual leave)
- Dedicated colleagues and an international atmosphere with strong team spirit
- Competitive salary based on your responsibility, your qualifications and experience
- Opportunities for professional development (on-the-job learning, MFA training, e-courses)



**EMBASSY OF DENMARK**  
*Hanoi*

### **Employment conditions**

- You are employed with a work week of an average of 40 working hours, including a 30 minutes daily lunch break
- You will be entitled to 20 days of paid vacation per year
- Attractive health insurance
- Benefits and other conditions will be based on the Embassy's Staff Rules

### **How to Apply**

Send your **application (cover letter, CV, educational documents, recommendations, and 2–3 references)** in English to: [\*\*hanamb@um.dk\*\*](mailto:hanamb@um.dk)

Subject line: *Application – Admin & Finance Officer*

**Deadline: COB 21 Oct 2026**

*Please note only shortlisted candidates will be contacted. The selected candidate must present a clean criminal record and pass security clearance by Danish authorities prior to employment.*

The Embassy is obliged to follow EU-rules of handling personal information (GDPR), when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying ([Privacy Notice \(um.dk\)](#)).

By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

### **Contact**

For questions about the position, please contact: Mr. Lasse Pedersen Hjortshøj – Incoming Consul General at [lashjo@um.dk](mailto:lashjo@um.dk) or Ms. Lan Nguyen – Head of Administration at [ngtlan@um.dk](mailto:ngtlan@um.dk)

### **About Us**

The Embassy of Denmark in Hanoi and the Consulate General of Denmark in Ho Chi Minh City covers both Vietnam and Laos and is part of the Danish Foreign Service. With around 40 staff members Hanoi and 10 in Ho Chi Minh City, the Embassy and the Consulate General are an integrated, vibrant and ambitious workplace.

Learn more: [www.vietnam.um.dk](http://www.vietnam.um.dk)