EMBASSY OF DENMARK
Hanoi

The Embassy of Denmark in Hanoi is looking for a Political Officer

Position:	Political Officer
Type of employment:	Full time, 2 years contract
Starting date:	1st of May, 2027 or soonest thereafter
Location:	The Embassy of Denmark in Hanoi, 7th Floor, BIDV Tower 194 Tran Quang Khai Street, Hoàn Kiếm Ward, Hà Nội, Vietnam

Deadline for application: Sunday 7th December 2026. Interviews expected to be conducted mid-January 2027.

The Embassy of Denmark in Hanoi is looking for a full time Political Officer.

As Political Officer, you will work within the framework of the Comprehensive Strategic Partnership between Denmark and Vietnam, which outlines the framework of the bilateral and political partnership. The Embassy promotes Danish interests in Vietnam and the Political Section covers a wide range of topics, from Vietnamese domestic policy and human rights, regional and foreign policy, to green energy transition and climate change. The Embassy is a Climate Front Post, and climate and energy policy are priorities for all, including the Political Section.

You will work in close cooperation with the Ambassador, Deputy Head of Mission, the Senior Political and Economic Officer, the Political Intern and the Sector Counsellors.

Working hours will be 40 hours per week. Employment is on a local contract and based on the relevant legally binding local labour market rules of Vietnam. Salary in accordance with qualifications according to individual agreement.

Main tasks and responsibilities

- Tracking and reporting on political agendas, specifically with a focus on relevant domestic policy developments in Vietnam, climate diplomacy, development issues, human rights and geopolitical trends (e.g., South China Sea).
- Contribute to the implementation of the Comprehensive Strategic Partnership and the preparation of and follow-up to related meetings, including annual political consultations and joint government committee.
- Monitor, contribute relevant inputs, and participate in meetings, seminars, and forums on various policy and governance issues.
- Cover regular meetings with the EU Political/Development Counsellors (together with the Deputy Head of Mission), and other activities with like-minded countries such as demarches etc.
- Provide crucial support in conducting ministerial and other high-level visits and meetings.
- Contribute to the development and update of Embassy briefing material and public diplomacy products.
- Support the Embassy's interns, particularly the political intern.
- Contribute to the Strategic Sector Cooperation (SSC) activities in collaboration with the Sector Counsellors (in Food Safety, Health, Statistics, Education and Energy).

- Serve as the Embassy's Gender Focal Point, responsible for monitoring gender-related issues, advancing gender equality and inclusion initiatives.
- Participate in donor coordination and relevant technical working groups.
- Perform other duties as assigned by the Embassy Management.

The tasks to be performed may develop over time, and new tasks may be added to the job. This will in itself neither prompt a revised/new job description nor any changes of the employment conditions or salary. Moreover, all employees are, at all times, expected to demonstrate the flexibility required to obtain the most optimal handling of the Embassy's portfolio. Particularly during vacation times, illness and vacancies such flexibility may be required.

Required qualifications

- Graduate Degree in Political Science, International Politics, International Relations, Sociology or similar field.
- Experience/knowledge in political and development affairs, climate diplomacy and human rights is an advantage.
- Strong analytical and communication skills.
- Have a structured mind-set, strong planning and coordination skills, a high sense of responsibility.
- Be accurate and conscientious with a high degree of professional ethics and personal integrity.
- Relevant experience from living abroad or working in intercultural settings.
- Self-motivated and proactive.
- Good computer skills (Microsoft Office, etc.).
- High proficiency in English – both oral and written.
- Proficiency in Danish, or other Nordic languages, is a clear advantage.

We offer

- An exciting, intercultural and dynamic work environment with diverse tasks and welcoming colleagues.
- Possibility for early career learning and growth.
- A large degree of independence and self-management.
- Flexible working conditions.

Employment conditions

- You will be offered full time employment for 2 years.
- 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.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- Attractive health insurance.
- Benefits and other conditions will be based on the Embassy's Staff Handbook.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to 'Embassy of Denmark' at e-mail hanamb@um.dk clearly marked *Political Officer, application* no later than **7th December, 2026.**

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of gender, race, nationality, ethnic origin, religion/belief, disability, age and/or sexual orientation. Kindly notice that only short-listed candidates will be contacted. The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

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.

Questions
For any questions regarding the position, please contact Mrs. Mette Ekeroth, Deputy Head of Mission (meteke@um.dk // +84 913270372).

About us
The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Vietnam and Laos. The Embassy (including the coming Danish Consulate General in Ho Chi Minh City) is an ambitious, high-paced and dynamic workplace with approximately 50 employees. For more information about the Embassy, see https://um.dk/vietnam.