EMBASSY OF DENMARK
Hanoi

The Embassy of Denmark in Hanoi is looking for an Academic Officer (Consular Affairs)

Position: Academic Officer (Consular Affairs Officer)

Type of employment: 40 hours per week. Contract until end of July 2028

Starting date: As soon as possible

Location: The Danish Embassy in Hanoi, Vietnam

Deadline for application: 19 November 2026

Are you experienced within the area of family law and adoption cases, consular affairs and working with Vietnamese authorities both on central and local level in these areas? Are you good at networking and establishing working relations with the Vietnamese authorities? Do you have an eye for detail and can you drive projects forward? Then we might be looking for you!

The Embassy of Denmark in Hanoi is looking for an Academic Officer whose job will mainly focus on work with matters related to overseas adoption from Vietnam in the period 1995-2015. You will be part of the Consular and Visa team and work closely together with the Counsellor of Consular Affairs and Science & Technology. The position is temporary and is scheduled to end in July 2028. In this time period the Embassy will be helping adoptees and their families in Denmark to gain insight into their past cases and adoption stories.

Main tasks and responsibilities

- Assist the Counsellor with project implementation and daily operational tasks
- Receive and review documents submitted by the adoptees seeking information about their origins
- Arrange meetings and prepare relevant documentation for meetings with the Vietnamese authorities
- Maintain an overview of individual cases, follow up and monitor their progress
- Facilitate communication and information exchange between Danish and Vietnamese authorities.
- Support the production and writing of a manual for handling of future cases and requests
- Provide logistical and planning support for meetings and missions
- Provide consecutive interpretation during meetings, translate documents and correspondence
- Manage all filing requirements with due respect to GDPR
- Perform other administrative and ad hoc duties as required

Qualifications

- Bachelor degree in law, social sciences, project/administration management or similar
- A Master degree is an advantage

Professional experience

- Experience and knowledge of the adoption area, e.g. from a non-government or government body, as well as an established network in relevant organisations and agencies
- Minimum 4 years of progressive responsibility in administration work or visa/consular affairs
- Experience working in a diplomatic mission, an international organization or international company in a similar position will be advantage

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

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- 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)

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**
Subject line: *Application – Consular Affairs Officer*
Deadline: 19 November 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: Ms. Merete Voetmann – Counsellor of Consular Affairs and Science & Technology at mervoe@um.dk

About Us

The Embassy of Denmark in Hanoi covers both Vietnam and Laos and is part of the Danish Foreign Service. With around 50 staff members across Hanoi and Ho Chi Minh City, the Embassy is a vibrant and ambitious workplace.
Learn more: www.vietnam.um.dk