# The Danish Embassy in Mexico is looking for a Political Officer

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| **Position:** | Political Officer |
| **Type:** | Full-time on permanent local contract |
| **Starting date:** | January 2027/as soon as possible (depending on security clearance) |
| **Location:** | Danish Embassy in Mexico, Polanco, Mexico City |
| **Deadline for application**: | 26 November 2026 at 16:00 local time (Mexico) |

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The Royal Danish Embassy in Mexico is looking for a highly motivated, proactive and responsible colleague for the position as Political Officer at the embassy.

## About the Embassy

The Danish Embassy consists of 18 dedicated colleagues from both Mexico and Denmark. We are an integrated part of the Ministry of Foreign Affairs of Denmark (MFA). Mexico and Denmark are strategic partners and will celebrate 200 years of diplomatic relations in 2027.

We are a motivated team with a constant ambition to offer innovative approaches, solutions and results that benefit Danish interests and strengthen the relations between Denmark and Mexico in particular. The Embassy is responsible for 17 cross-accredited countries in the region.

As our new colleague you will become part of the Political and Communications team referring to the Deputy Head of Mission on a daily basis. You will, however, also carry out tasks in collaboration with our Economic Diplomacy and Strategic Sector Cooperation teams.

## Your responsibilities and tasks

Your overall task will be to promote Danish foreign policy and the strategic partnership between Denmark and Mexico under the guidance of the Ambassador and the Deputy Head of Mission. To this end, your responsibilities and tasks will include, but not be limited to, the following:

- Monitor and report on Mexico's foreign and geo-economic policy, including its engagement in international fora such as the G20, OECD and CELAC as well as Mexico's trade relations with partners such as the US and EU.
- Monitor and report on targeted aspects of Mexico's domestic politics, with a focus on the Embassy's focus areas, including the energy sector, health sector and food and agro sector as well as economic affairs.
- Support the Economic Diplomacy efforts of the Mission, in particular with Public Affairs activities and geopolitical advisory of Danish companies in Mexico.
- Assist in the planning and execution of delegation visits, meetings and events – be it with the elaboration of background documents, talking points, speeches and summaries, or with logistic and practical tasks.
- Contribute to the Missions communication and Public Diplomacy activities.

**About You**

You have a strong interest in international relations and a comprehensive knowledge of the Mexican political landscape coupled with strong analytical skills. You are eager to advance Danish foreign policy interests and commercial interests and the bilateral relations between Denmark and Mexico.

Furthermore:

- A relevant university degree such as political science or international relations
- 2-3 years of relevant professional experience, e.g. from an embassy, a government agency, the NGO sector or a think tank
- Fluency in Spanish and English both spoken and written
- Structured, flexible with an outgoing, proactive, service-minded and positive attitude
- Strong communication skills, including both in a strategic perspective, but also to present clear and structured written reports and oral presentations
- A methodical work approach**,** work independently and self-driven, discretion
- High level of energy, proactive, a curious mind-set, motivated by acquiring solutions and value for our partners and the people, we serve.
- An empathetic and ambitious team player eager to share and learn from colleagues.

**We Offer**

The Embassy offers a full-time position in an international work environment with “Danish values”.

- An open office space environment with a motivated group of colleagues at the Embassy and colleagues in other Missions across North and Latin America and at the Ministry of Foreign Affairs in Copenhagen, Denmark.
- A workplace that values responsibility, openness, independence, flexibility, transparency and a minimum of hierarchy.
- Possibilities for developing your competences in an international setting and a competence development course in Denmark.
- Workweek is 37 hours, Monday-Friday, with possibility for extra work in busy periods.
- Five weeks of vacation a year according to MFA rules.
- Workplace pension scheme according to MFA rules.
- Salary-package based on qualifications.

Contract will be in accordance with minimum standards for The Danish Foreign Service and Mexican Labour Law.

The Ministry of Foreign Affairs and the Embassy of Denmark value diversity and equal opportunities for all and welcome applications from all qualified candidates regardless of race, sex, religion, age or disability.

**Application and Recruitment Process**

We require the following documents:

- Cover letter/motivational letter: your motivation for applying for the position and how you see yourself adding value to the position and the Embassy (in English).
- CV (in English).
- Documentation of relevant education and proven track record.
- Recommendations and 2–3 references with contact information.

Please submit your application with the relevant supporting documents to mexamb_recruitment@um.dk cc: chralv@um.dk marked “Application: Political Officer”.

Deadline is **Thursday, 26 November, 2026** at 16:00 local time (Mexico). Selected candidates will be invited for interviews, which are expected to take place in December 2026.

Starting date: January 2027 or as soon as possible, depending on availability and mandatory security clearance.

Final candidates will have to pass security clearance by the Danish authorities and hand in a Mexican non-criminal record.

**Additional information**

For additional information about the position, please feel free to contact Deputy Head of Mission, Christian Lyngsø Alvarez, e-mail: chralv@um.dk

For more information about the Embassy, please see our website www.mexico.um.dk

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