

## **Embassy of Denmark is seeking an assistant to the Nordic Police Liaison Officer (NLO) for Police and Customs**

We are seeking a dynamic, positive, proactive, and professional full-time mission-employed assistant to the Nordic Police Liaison Officer (NLO) from 1 September 2026. The NLO in Sarajevo supports law enforcement cooperation between the Nordic countries in Bosnia and Herzegovina and is an integral part of the Embassy. As assistant to the NLO, you will support the execution of daily activities under his supervision.

In more detail the job entails:

- Administrative work necessary for maintaining operational and strategic activities;
- Planning and coordination of meetings, visits, events, and travels;
- Registration of incoming and outgoing information into relevant systems and logs;
- Interpretation to/from English/BHS during meetings and translation and drafting of documents and correspondence in the aforementioned languages;
- Continuous contact with relevant authorities and counterparts from the Nordic countries, Bosnia and Herzegovina and other relevant countries in the region on an ad hoc basis;
- Participation in establishing new contact points in order to develop and enhance the cooperation with counterparts, and to maintain the already existing network;
- Gathering of relevant open-source information, including media, on relevant topics in and related to Bosnia and Herzegovina on e.g., crime developments, trends, and events that can have an impact on activities etc.;
- Contributing to a cooperative workplace by providing assistance to colleagues including other teams when needed and within competencies and capacities.

Working at the Danish Embassy in Sarajevo will be an opportunity to be part of a dedicated group of colleagues, which aims at establishing a strong Danish diplomatic presence in Bosnia and Herzegovina. We offer an exciting, inter-cultural, busy, and dynamic work environment with a wide range of diverse and interesting tasks, an attractive salary package as well as a safe and trusting work environment with a minimum of hierarchy.

The overall objectives of the Embassy are to support Bosnia and Herzegovina's EU accession path and the continued stabilisation of the country.

Requirements for the position:

- Experience of working with law enforcement authorities or at a liaison office, including familiarity with relevant legislation;
- At least three years of experience in an administrative position;
- A BA degree or similar in appropriate field (e.g., law, criminology, political or social science, administration, etc.) would be an asset;
- Fluency in BHS and spoken and written English;
- Knowledge of one of the Scandinavian languages and/or another language of the Western Balkans would be an advantage, but not a requirement;
- Strong IT skills;
- Good at drafting texts, reports, and presentations;
- Strong personal drive and the ability to work independently;
- Ability to work and thrive in an inter-cultural environment;
- Organisational and prioritisation skills;
- You are also extremely reliable and responsible with the handling of information that you will have access to;
- Strong networking and communications skills;
- Strong team spirit;
- Available for travelling within Bosnia and Herzegovina and the region for meetings, which will take place on a frequent basis. Travels to Denmark and other Nordic countries might occur;
- Due to the nature of the work, you must at times be available for working outside normal working hours, and sometimes on a very short notice;
- Valid driver's license.

If you can see yourself in this job and you are an open-minded, reliable, responsible, and trustworthy person, we would very much like to hear from you.

Please forward a motivated application in English as well as your CV, proof of relevant education, and recommendations (if any) to the following e-mail address: saramb@um.dk. All documents should be sent in one single pdf-file.

**Deadline: 27 April 2026 (midnight)**

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age, or disability.

Selected candidates will be invited for interviews. Only short-listed candidates will be contacted.

The selected candidates will be subjected to a security clearance check by the Danish authorities prior to employment. A security clearance is a prerequisite for employment.

The applications will be forwarded to and shared with the Nordic Police Liason Officer (NLO).

Royal Danish Embassy, Sarajevo