



ROYAL DANISH EMBASSY
Warsaw

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HEAD OF ADMINISTRATION

The Royal Danish Embassy in Warsaw is seeking to hire an **experienced and dynamic Head of Administration** with a strong focus on ensuring compliance within all areas of the embassy's administration. As Head of Administration and team lead for the embassy's administration team you will play a key role in the running of the embassy. The administration team consists of administrative and consular officers, PA to the ambassador and embassy drivers.

You will have the overall responsibility for budget and accounting, ensuring compliance within all areas of the administration of the embassy including personnel administration (HR), housing administration, contact to the diplomatic protocol as well as responsibility for administration of the embassy's office space (chancellery) and residence.

As Head of Administration an important part of the job is to always keep up to date with the relevant instructions from the MFA in Copenhagen, plan ahead with your team and in close coordination with The Management Team.

WHAT YOU WILL DO

- Manage the embassy's administration team and their tasks, roles and responsibilities.
- Responsibility for the embassy's finances, which entails budgetary overview and planning based on the embassy's operational expenses. Preparing the embassy's budget in cooperation with the Ministry of Foreign Affairs' Virtual Finance Team in Tallinn and the embassy's Management Team.
- Ensure compliance with guidelines on procurement and accounting. Responsible for the ongoing dialogue and co-operation with the Ministry's Virtual Finance Team in Tallinn on accounting and budget processes.
- Administer HR-related tasks, ensuring compliance with the Ministry of Foreign Affairs' guidelines and IT-systems.
- Overall administration of the embassy's office space (chancellery) and workplace conditions, including responsibility for some security related aspects.
- Administrative tasks related to posted diplomatic staff at the embassy.
- Overall management of the residence.
- The administration team is also responsible for handling the embassy's tasks on consular affairs, such as passports, visa etc.

For more information:

www.polen.um.dk



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REQUIRED SKILLS & PERSONAL QUALITIES

- Management skills and experience with team management.
- Solid experience working with budgeting and administration in complex organisations.
- A flexible, service-minded and solution-oriented approach.
- A strong sense of responsibility and thoroughness.
- A structured mind-set and excellent planning and coordination skills.
- High integrity and the ability to handle and prioritize tasks.
- Excellent understanding of how to prepare a budget and make timely budget follow-up.
- Advanced knowledge and experience with ERP software, preferably Microsoft Business Central.
- Language skills: Fluency in English and Polish is a necessity.

SALARY & CONTRACT

- Employment contract will be based on the Polish Labour Law and Embassy Staff Rules, which are also in line with the Danish Labour Code.
- Salary according to qualifications and in accordance with the Embassy Salary Policy (37-hour work week). Additional allowances may be considered according to qualifications.
- We offer 24/7 coverage by the Danish MFA's Collective Private Accident Insurance.
- The selected candidate must present a "No Criminal Record" certificate.
- The Embassy embraces equal opportunities and therefore welcomes applications from all qualified persons.

HOW TO APPLY

Please submit your application, CV and possibly letters of reference in English before **28 October 2026 at 15.00** to Embassy email: **wawambjob@um.dk**. Selected candidates will be invited for an interview after the deadline.

Please include in the subject line:

"Head of Administration: [first name] [surname]"

For questions, you are welcome to contact Head of Administration **Agnieszka Chojnacka** at **agncho@um.dk** or **+48 502 155 803**

We thank all applicants for their interest and applications.
Please note that only candidates selected for an interview will be contacted.

For more information:

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