

VACANCY: EXECUTIVE ASSISTANT TO THE DEFENCE ATTACHÉ / PUBLIC DIPLOMACY AND ADMINISTRATIVE OFFICER

The Royal Danish Embassy in Abu Dhabi is looking for an academic officer to function as Executive Assistant to The Defence Attaché to support and assist the Defence Attaché's work covering the UAE, Qatar, Kuwait, and Saudi Arabia (part time) and drive our work within Public Diplomacy and administration as Public Diplomacy and Administrative Officer (part time). The role will be divided equally between responsibilities as Public Diplomacy and Administrative Officer. You will join our team in a support function to the Defence Attaché, while also contributing to public diplomacy and administrative related tasks related to the daily operations of the Embassy. The allocation of tasks between the two areas will be 50:50.

This position offers a unique chance to work with defence matters in the Gulf region in a dynamic work environment, which offers exciting and challenging tasks with a high degree of responsibility.

The Defence Section at the Royal Danish Embassy in Abu Dhabi is part of the Danish Embassy and the Royal Danish Consulate General Dubai in the UAE that promotes and supports Danish interests within political, consular, and trade areas.

The Defence Section is responsible for the Danish defence cooperation in the UAE, Qatar and Saudi Arabia, and works closely with the Ministry of Defence in Denmark.

You will be based at the Royal Danish Embassy in Abu Dhabi where we are a small dynamic team that supports each other. We are looking for a positive team-player who self-driven and can manage a variety of tasks and work in line with the rules and guidelines.

TASKS AND RESPONSIBILITIES

Your main responsibilities and tasks will be in relation to Defence Attaché:

- Responsible for receiving note verbal's, translate them and convey the messages to the Defence Attaché (DA).
- Write note verbals to local partners on behalf of DA.
- Assist DA with administrative, practical and operational tasks.
- Primary contact for the Defence authorities in the region in relation to questions regarding operations.
- Participate in meetings and conferences, when relevant.
- Support in admin functions, such as travel and registry management.
- Contribute to various reporting.
- Follow local and regional news.
- Prepared to travel with DA for the purpose of assisting DA with tasks that are of practical and operational nature.
- Contribute with input and ideas to promote and develop the work of DA.

Your main task and responsibilities embassy work:

- Support in embassy SoMe domain.
- Support the embassy with projects and activities related to Climate Front Post, renewable energy (IRENA) and associated PD matters.
- Support with political analysis, research and write report about foreign policy and security policy related matters.
- Support the embassy with administrative tasks on a case-by-case basis.

In your daily functions, you will refer to the Defence Attaché and Ambassador.

PROFESSIONAL AND PERSONAL SKILLS

- Excellent communication skills including fluency in Danish and English, verbal and written.
- A high level of Arabic language skills, particularly in written Arabic.
- A relevant educational background. Longer relevant work experience will be accepted in lieu of educational background.
- Analytical mind-set and ability to think creatively.
- Be a team player but also possess an ability to work independently.
- Be ready to travel to Denmark and other MENA countries.
- Flair for IT and administrative tasks.
- Ability to work on multiple projects at the same time and to meet deadlines.

You have:

- A very high level of professionalism and integrity.
- A high sense of responsibility.
- A proactive approach to problem solving.
- Thoroughness and detail-orientation.
- Ability to work efficiently and under time pressure.
- Ability to handle multiple tasks at the same time.
- Ability to work as a team player as well as independently.
- A positive and service-minded nature.

SALARY AND EMPLOYMENT CONDITIONS

- An exciting full-time position (40 hours/week) in a dynamic and professional work place.
- Opportunity for professional and personal development.
- High level of flexibility in performing your tasks.
- A good work environment where respect for the individual is a high priority.
- Good opportunity to maintain work-life balance.
- Health insurance for you and your dependent family, based on assessment, and with a 20% self-payment on part of the insurance premium.
- 5% pension on top of your salary,

APPLICATION AND RECRUITMENT PROCESS

To apply for this position, you can send your application consisting of a cover letter, CV, proof of relevant education and 2-3 references or recommendation letters to The Royal Danish Embassy in Abu Dhabi at auhamb@um.dk. Please mark your application: "[NAME,] Application Defence and Public Diplomacy".

Application deadline: 24-08-2026

Please note: The recruitment process includes an Arabic language test (written and oral) and a written test requiring candidates to draft a short political report.

The chosen candidate must present a "No Criminal Record" and has to pass security clearance by the Danish authorities for appointment to be possible.

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

For any questions regarding the position, you can contact the Deputy Head of Mission, Ms. Rizwana Shah Channir rizcha@um.dk or the Defence Attaché, Mr. Nicolai Abildgaard nicabi@um.dk.

ABOUT THE ROYAL DANISH EMBASSY ABU DHABI

The Royal Danish Embassy in Abu Dhabi is part of the Danish Foreign Service and currently consists of 7 staff members working in four sections: management, political, public diplomacy and communication, defence and finance and administration: www.fae.um.dk

GENERAL DATA PROTECTION REGULATION

According to Article 13 of the EU general data protection regulation 2016/679, the Ministry must provide you with information regarding the Ministry's handling of personal data when we collect personal data from you.

We process your data for recruitment purposes only. We would like to keep your data until the specific position has been filled. We cannot estimate the exact time frame, but we will consider this period over when a candidate accepts our job offer for the position. When that period is over, we will delete your data. You can read more about how we process your personal data here: [The Ministry of Foreign Affairs of Denmark Privacy Notice](#).