



The Royal Danish Embassy in Warsaw is looking for a colleague to work as a Research Assistant

WE OFFER

- Attractive work in a friendly, dynamic and informal Scandinavian business culture
- Insight into diplomatic work and projects
- Opportunity to deal with a wide range of topics within the Polish-Danish bilateral relations, European Union agenda, politics, trade, communication, SoMe, business, etc.
- A scheme of 20 hours per week on average, with a possibility to adapt working hours to the university schedule
- Competitive salary (hourly rate) based on a time-limited contract

REQUIREMENTS

- Excellent written and oral command of Polish and English
- Ability to search and process information from various sources
- Knowledge and skills in communication and management of social media
- IT knowledge (incl. Microsoft Office package)
- Flexible, positive and constructive approach at work
- Readiness to work for a minimum of one year (as a student)

DEADLINE AND HOW TO APPLY

- Applications consisting of a cover letter and CV (both in English) shall be sent by **13 December 2018** (Thursday) to wawambjob@um.dk
- In the subject line, please include a note: "Research assistant: *first name and surname*"
- In the application, please insert a clause: "*I agree to process my personal data included in the application to be used for the recruitment purposes (in accordance with the Act of 29 August 1997 Data Protection Act, No. 133 Pos. 833)*"
- We will respond only to selected applicants

MAIN TASKS AND RESPONSIBILITIES

- Assisting all departments of the Embassy (political and communication, trade and economic, as well as defence) in their assignments and deliveries
- Preparing written translations and summaries of news, articles and reports
- Providing support in organisation of internal and external events of the Embassy (workshops, seminars, visits, etc.)
- Contributing to SoMe platforms of the Embassy, including photo and video documentation, editing of the Embassy's website, preparing posts and news for FB, Twitter and other channels
- Providing research of business, political and legal issues, as well as contributing to market and competitive analysis
- Administrative support, including back-up for the receptionist