



ROYAL DANISH EMBASSY
Warsaw

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ACADEMIC OFFICER

Political and Communication Department

The key tasks will be to support the Embassy's broader political, cultural, and communications work as well as assisting in the planning and execution of high-level delegations visiting Poland.

What do we offer?

- To be part of a dynamic and high-performing Embassy team, with an informal and trust-based Nordic work culture and flexible working hours, conducive for a good work-life balance.
- Full-time employment on a time-limited employment contract for the duration of 1 year (with possibility of extension), including conditions and terms in accordance with the Polish Labour law and the regulations of the Danish Foreign Service, and a salary package according to the Embassy's salary policy.

What tasks would you do?

- Assist in planning, preparation and execution of events in collaboration with Embassy colleagues and external stakeholders.
- Assist in preparing, implementing, and reporting on cultural and civil society projects, including collaboration with other embassies in Warsaw.
- Contribute to internal/external communication and PD activities, including public enquiries.
- Contribute to research, analysis, and media monitoring tasks of the Political and Communication Department; prepare short reports and briefings, and assist in organising meetings and events.
- Assist in coordinating and accompanying high-level delegations in Poland, including operational support of high-level ministerial delegations, i.e., programming, logistics and liaising with relevant Polish and Danish authorities. If needed, accompany high-level delegations in Poland where overnight duty travel is to be expected from time to time.
- Perform selected administrative tasks in support of the Embassy's Administration department.



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What do we require?

- Relevant academic or professional background in political science, international relations, European studies, or related field.
- Experience (1–3 years) in working with governmental institutions, diplomatic missions, or international organisations is an advantage, but not a requirement.
- Strong coordination and organisational skills, with attention to detail and the ability to manage multiple tasks, also under pressure.
- Professional fluency in English and Polish (spoken and written) is required.
- Strong analytical and research abilities.
- High degree of professionalism, excellent communication, and networking skills with a proactive and service-minded approach.
- Flexibility and the ability to work independently and as part of a team.

How to apply?

Interested candidates should submit their application, consisting of a short cover letter and a CV (max. one A4 page each, both in English), to **wawambjob@um.dk** by **23:59** on **19 September 2025**.

Please include your name in the subject line and insert the following GDPR clause in your application: "I hereby agree to the processing of personal data included in my application for the needs necessary to carry out the recruitment process in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016."

The Embassy is committed to diversity and equal opportunity. We welcome applications from all qualified candidates regardless of gender, age, cultural background, nationality, sexual orientation, etc.

For more information about the Royal Danish Embassy in Poland, please visit our website, Twitter, Instagram, Facebook, and LinkedIn pages. If you have any questions about the position, you are welcome to contact our Senior Political Advisor, Ms. Edyta Lewit, at **edylew@um.dk**.

We reserve the right to contact only selected candidates.