



ROYAL DANISH EMBASSY  
Warsaw

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DENMARKINPOLAND



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EMBASSY OF  
DENMARK IN POLAND

# RESEARCH ASSISTANT

## POLITICAL & COMMUNICATIONS DEPARTMENT

Are you a full-time student with an excellent command of Polish and English who wants to combine studying with gaining work experience in an international environment? If yes, then you might be our new colleague!

### WHAT WE OFFER

- Work in a friendly, dynamic, and informal Scandinavian working culture
- Insight into diplomatic work
- Opportunity to deal with a wide range of topics within the Polish-Danish bilateral relations, European Union agenda, domestic and international politics, communication, social media and culture
- Working schedule of average 20 hours per week (on-site work in Warsaw), with a possibility to adapt working hours to the university schedule
- On-the-job training and competence development
- Contract of part-time employment

### WHAT YOU WILL DO

- Assist the Political and Communications Department of the Embassy and occasionally other departments in their assignments and deliveries
- Prepare written translations and summaries of news, articles, and reports
- Assist the Ambassador and other posted staff members in interpretation (Polish- English)
- Contribute to creating content on the Embassy's social media platforms
- Provide support in the organisation of internal and external events of the Embassy (workshops, seminars, visits, etc.)
- Provide administrative support, including back-up for the receptionist

### WHAT WE REQUIRE

- Excellent oral and written command of Polish and English
- Polish-English translation and interpretation skills
- Ability to efficiently and critically search for and analyse information from various sources
- Knowledge and skills in communication, social media content creation and management of social media will be an asset
- IT knowledge, incl. Microsoft Office package. Knowledge of graphic and video editing software will be an asset (Canva, Adobe, etc.)
- Readiness to work minimum 1.5 year with a student status

For more information:

[www.polen.um.dk](http://www.polen.um.dk)



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## HOW TO APPLY

Send an application in English consisting of a short cover letter and a CV (maximum one A4 page each) to: **wawambjob@um.dk** by **8 April 2026 at 23:59**. Please note that late applications will not be considered.

Please include in the subject line:

**“RESEARCH ASSISTANT – POLCOM: [first name] [surname]”**

Please include the following consent 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.”*

For questions, you are welcome to contact Senior Political Advisor, **Edyta Lewit** at [edylew@um.dk](mailto:edylew@um.dk).

We see diversity and equal opportunities for all as key values and we welcome applications from all qualified applicants regardless of gender, age, background, sexual orientation, etc.

**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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