



ROYAL DANISH EMBASSY  
Warsaw

# WE ARE HIRING

## RESEARCH ASSISTANT ECONOMIC DIPLOMACY DEPARTMENT - HEALTH

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 so, apply now!

### WHAT DO WE OFFER?

- Work in the Danish business culture
- Insight into diplomatic work within the Polish-Danish bilateral relations, sustainability, trade and investment cooperation, communication, social media, and others
- Contract of mandate: 20 hours per week on average with a possibility to adapt working hours to the university schedule
- On-the-job training and competence development

### WHAT WILL YOU DO?

- Assist the Economic Diplomacy Department of the Embassy in their assignments and deliveries. You will be assigned to the Health Team; hence the majority of the tasks will address healthcare and life science sector in Poland and Denmark
- Prepare written reports, analyses and summaries of news and articles
- Provide support in organization of internal and external events of the Embassy (workshops, seminars, internal and foreign visits, etc.)
- Provide administrative support to the Economic Diplomacy Team, such as translations or ad hoc reception duties

### WHAT ARE WE LOOKING FOR?

- Excellent oral and written command of Polish and English
- Knowledge of Danish or other Scandinavian language is not required, but highly desired
- Experience in drafting letters, memoranda and other official correspondence is an advantage
- Proven research and analytical skills
- Readiness to work for a period of minimum one year with a student status

### HOW TO APPLY?

Send an application consisting of a short cover letter and a CV (max. one A4 page each), both in English, to: **wawambjob@um.dk** by **21.05.2025, 15:00 CEST**. **Late applications will not be considered.**

In the subject line include a note: "RESEARCH ASSISTANT: first name and surname".

In the application, please insert a clause:

"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 to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016."

**NOTE:** We reserve the right to contact candidates selected for an interview only.

You are welcome to contact Research Assistant Marcin Kozłowski ([markoz@um.dk](mailto:markoz@um.dk)), if you have questions.

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

We thank all the applicants for their interest.

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