



Consular, Culture & Administrative Officer at the Royal Danish Embassy in Kampala

Position:	Consular, Culture & Administrative Officer
Type of employment:	Open-Ended Contract - 37 hours per week
Starting date:	As soon as possible (subject to security clearance)
Location:	Royal Danish Embassy in Kampala, Uganda
Deadline for application:	10 th February 2025

The Royal Danish Embassy in Kampala is seeking a **self-motivated, service-oriented, and versatile individual** to fill the position of **Consular, Culture and Administrative Officer**.

Applicants must have valid residence status in Uganda. The working language is primarily English, but knowledge of Danish or another Nordic language is required.

Key Responsibilities:

The Danish Embassy in Kampala consists of 42 staff members working on Danish-Ugandan collaboration within politics, economics, trade, development and culture as well as assistance to Danish citizens and companies. As part of the Embassy's **Administration, Finance & Consular Team**, you will collaborate with dedicated professionals to ensure the efficient operation of the whole Embassy.

Your tasks and responsibilities will include:

- Assisting Danish nationals in distress in Uganda and side-accredited countries.
- Serving as the primary contact for the Danish Immigration Service and other relevant authorities on immigration and consular matters e.g. issuing passports, issuing drivers licenses, document verification and document certification.
- Handling consular case processing in coordination with relevant Danish departments.
- Coordinating consular matters and contingency planning with EU and Nordic Embassies.
- Supporting consulates in side-accredited countries (currently DRC, Rwanda, Burundi and Madagascar) with consular services.
- Providing administrative support to the Ambassador's office and broader Embassy, including during official visits and cultural and public diplomacy events.
- Managing the Embassy's work and initiatives on cultural diplomacy, student exchanges and trainings.
- Managing logistics for ordering and shipping items from Denmark, including the Diplomatic Bag, and overseeing inventory for the chancery and residences.
- Undertaking other tasks as may be assigned.

About you

- A service-minded person with good social skills, who is motivated by the outgoing nature of the position
- Experience with consular services is an advantage



- An analytical mind, strong organisational, communication and interpersonal skills
- A proactive colleague with a positive attitude, motivated by being responsible for a variety of tasks
- Ability to work independently as well as in a multicultural team environment
- Sensitivity and adaptability to culture, gender, religion, race, nationality and age
- Relevant experience from similar work at a diplomatic mission or international organization would be an advantage
- Strong verbal & written communication skills in English and a Nordic language

What we offer

- A professionally rewarding position with impactful responsibilities and meaningful work
- The opportunity to shape your tasks, plan your work, and enjoy a high degree of autonomy in executing your responsibilities
- A collaborative and supportive team in an open, informal, and engaging work environment
- A 37-hour work week with a competitive compensation package, including a generous workplace pension scheme and comprehensive health insurance scheme for you and your dependants

Expected commencement date is as soon as possible subject to security clearance. The position is on a Permanent Employment Contract. A probation period of 3 months will apply.

How to apply

To apply for the position, please send your application, in English, to email address kmtambrecruitment@um.dk with the following documents:

- Cover letter, indicating your motivation for applying for the position and how your background, skills and experience relate to it
- Your CV including contact details for 3 work-related referees

Please make sure to merge the above documents into one PDF file, and mark your application **DK Consular Officer** in the subject line.

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

Selected candidates will be invited for interviews expected to take place shortly after the application deadline. **Only short-listed candidates will be contacted.**