

The Royal Danish Embassy in Dar es Salaam is recruiting an Operations & Administrative Officer

Position: Operations & Administrative Officer

Type of employment: Employment on a local contract

Starting date: 1 June 2025 or as soon as possible thereafter

Location: The Royal Danish Embassy in Dar es Salaam

Deadline for application: 2 April 2025

Reporting to: Head of Admin

Ref. Operations & Administrative Officer



About the role

Position: Operations & Administrative Officer

Are you a proactive, effective and hands-on professional with experience in areas such as facility management, general administration and security planning? Can you support ICT operations one day and support Danish citizens in distress in a professional manner the next? In other words; are you comfortable juggling multiple tasks at the same time?

The Embassy of Denmark in Dar es Salaam is seeking a dedicated Operations & Administrative Officer to ensure the smooth operation of embassy facilities, services and consular responsibilities.

Key responsibilities and duties

Operational responsibilities

- Ensure long-term planning, and set daily priorities for the operational team to ensure efficient functioning of embassy facilities and services.
- Act as the primary point of contact for all IT-related matters at the Embassy and well as being GDPR responsible.
- Liaise with the Danish Ministry of Foreign Affairs IT support team and external IT service providers for escalated technical support and system maintenance.
- Identify opportunities to improve processes, reduce costs, and enhance efficiency including a strong focus on the implementation and management of the Embassy's Environmental, Social and Governance policy.
- Optimise and coordinate logistical aspects of embassy operations, including procurement and vendor management.
- Ensure compliance with Embassy policies and local regulations in all operational matters.

Facility Management

- Set strategic direction for the maintenance and upkeep of embassy buildings, residences, and equipment.
- Plan and oversee facility-related projects, including repairs, renovations, and infrastructure improvements.
- Conduct regular inspections to identify technical issues and implement proactive maintenance solutions including maintaining a property database.
- Liaise with contractors, service providers, and suppliers to ensure quality and timely service delivery.
- Ensure regular inventory management, coordination of interior floor plans and plan for effective usage of office space and a welcoming work environment.

Consular Services

- Serve as Consular Officer, working in close coordination with the Consular Assistant and diplomatic staff to ensure high-quality service delivery.
- Assist Danish citizens with consular matters, including passport applications, legalizations, and complex emergency assistance to Danes in distress.
- Ensure active Danish participation in EU cooperation incl. joint crisis preparedness/contingency planning.
- Assist with Travel Advisory coordination with the MFA and coordinate communication with Danish citizens living in Tanzania.
- Act as liaison point for Danish honorary consulate(s) and conduct compliance and training visits as needed.

Security management

- In close coordination with the Embassy's security officer and management responsible for strategic security planning and management in line with relevant instructions in dialogue with the regional security setup ensuring full compliance with the Danish Ministry of Foreign Affairs' rules and regulation.

About you, candidate qualifications and requirements

The ideal candidate is a hands-on problem solver with a strong technical understanding of facility management, security aspects, sustainability, IT-support and consular assistance. You take initiative and work independently while maintaining attention to detail and ensuring high operational standards. You thrive in a structured yet dynamic environment and can analyse data to make informed decisions. You are a strong communicator who can effectively negotiate with service providers, liaise with multiple stakeholders, and provide IT support and citizen service

You fulfil the following qualifications and requirements:

- A Bachelor's degree in Facility Management, Engineering, Business Administration, Public Administration or a related field.
- Proven experience in operations, facility management, or contract management, preferably in an international setting.
- Strong technical insight with the ability to assess and oversee maintenance and infrastructure needs.
- Hands-on approach with the ability to solve problems and manage multiple tasks effectively.

- Analytical skills to assess contracts, optimize costs, and improve operational efficiency.
- Excellent communication and negotiation skills.
- Proficiency in English (knowledge of a Scandinavian language is an advantage).

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks.
- Great opportunities for further development of your professional and personal competences.
- A large degree of self-dependence.
- Competitive salary and benefit package.

Employment conditions

- Full time employment as locally-employed staff based on the labour market rules of Tanzania and policies of the Danish Foreign Ministry.
- You will be entitled to 25 days of paid holiday per year.
- Salary will reflect qualifications, experience and proven work-related results.
- Contribution to NSSF.
- Competitive health insurance provided for you and your dependants.

Application and recruitment process

If you are interested in this exciting career opportunity, send to Prospect Africa one page application letter merged with your updated CV (max. 5 pages) into one file. In the letter, explain your motivation and suitability for the job. Do not send copies of certificates, letters of recommendation etc.

Apply through: Prospect Africa Limited - recruitment@prospect-africa.net

In the e-mail subject line write "**Danish Embassy – Operations and Administrative Officer**".

The deadline for receipt of applications is 2 April 2025.

Only short-listed candidates will be contacted. If you do not hear from us within 4 weeks after the closing date, kindly assume your application was not successful.

The selected candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the appointment and should be prepared to start working on 1 July 2025 or as soon as possible.

Please note that applications sent directly to the Embassy of Denmark will not be considered.

About us

The Embassy is part of the Danish Foreign Service. For more information about the Embassy, see www.tanzania.um.dk and www.um.dk. We are an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for everyone.

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.

GDPR note

The application must not contain personal information that is sensitive under the definition in the European GDPR regulations nor under the definition of confidential data under Danish data protection rules:

https://commission.europa.eu/law/law-topic/data-protection/reform/rights-citizens/how-my-personal-data-protected/how-data-my-religious-beliefssexual-orientationhealthpolitical-views-protected_en

<https://www.datatilsynet.dk/hvad-siger-reglerne/grundlaeggende-begreber/hvad-er-personoplysninger>