



## AMBASSADE ROYALE DU DANEMARK

### **The Danish Embassy in Rabat is looking for an Administrative and Accounts Assistant**

**Position:** Administrative and Accounts Assistant

**Type of employment:** Full time on local contract

**Starting date:** June 2024 (depending on security clearance)

**Location:** Danish Embassy in Rabat

**Deadline for application:** April 22<sup>nd</sup>, 2024 at 16:30 local time (Rabat).

The Royal Danish Embassy is looking for a motivated and skilled Administrative and accounts Assistant to work on general administrative and accounting tasks and other support to the facility manager as well as to other members of staff.

### **Main tasks and responsibilities as Administrative and Accounts Assistant**

- Undertake administrative tasks such as obtaining authorisations, facilities management and advice on human resources related matters.
- Provide the Admin team members with necessary support;
- Complete other finance-related tasks as requested by the Financial Officer;
- Record approved transactions into financial system (back up).

### **Required qualifications**

- A relevant university degree
- Minimum 2-5 years of experience in Accounts and administration.
- Strong language skills (English, French, Arabic).
- Well organized, responsible, flexible and loyal.
- Ability to work independently
- Team player.
- IT knowledge.

### **Employment conditions**

- You will be offered full-time employment on a local contract in accordance with labour market rules in Morocco.
- Your standard working hours will be 40 hours per week (flexibility expected).
- You will be entitled to 25 days of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.

### **Application and Recruitment Process**

To apply for the position, please submit your application (cover letter, CV, proof of relevant education, recommendations and 1-2 references) in English to the Embassy (mail: [rbaamb@um.dk](mailto:rbaamb@um.dk)) marked "Application: Administrative and Account Assistant" no later than 22 April 2024.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment



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## **Questions**

For any questions regarding the position, please contact ( [rbaamb@um.dk](mailto:rbaamb@um.dk) ).

## **About us**

The Danish Embassy in Rabat is an ambitious, high-paced and dynamic workplace with approximately 12 local employees. The Embassy covers Morocco, Mauritania and Senegal, and is responsible for three honorary consulates in Morocco and one in Mauritania.

For more information about the Embassy, please visit [www.marokko.um.dk](http://www.marokko.um.dk)