



**ROYAL DANISH EMBASSY**  
*The Trade Council*



**Job Title** : Trade Assistant  
**Reporting to** : Senior Commercial Officers  
**Department** : Trade Council  
**Purpose** : To boost the embassy's public image including developing social media platforms and the embassy's website.  
**Contract Duration:** One year

**About us:**

We are a small dynamic team promoting Danish interests in the Philippines focusing on Health, Food & Agriculture, and Energy, Environment and Water (EEW).

**Main Responsibilities:**

Assist the Trade Council in the following (but not limited to):

- Developing the Embassy's website including creating content
- Developing and executing the Embassy's Social Media strategy
- Regularly update the content and link the current embassy social media platforms including the embassy's website
- Produce relevant articles and web content in accordance with the Ministry of Foreign Affairs' communication guidelines
- Promote the relevant Embassy Events or updates
- Design campaigns to target cases, events and activities by the Embassy and Ministry of Foreign Affairs
- Create press releases, press kits, newsletters, and related marketing materials for specific event/s, sectors, or activities
- Plan and manage the design marketing materials (digital and actual)
- Assist in TC and PD for virtual and actual activities

**Qualifications and Skills Required:**

- University degree in Communications, Marketing or other relevant field;
- Excellent written and verbal communication skills in English and Filipino, including ability to proofread and edit documents;
- Knowledgeable in Microsoft Office Applications including Word, Excel and Powerpoint;
- Proficient in web-based applications i.e. LinkedIn, Facebook, Glue-up, google forms, etc;
- Excellent ability to create web marketing content;
- Flexible in terms of assignments given;
- Can work efficiently in a team and able to work with tight deadlines.
- Experience in advertising or marketing is a plus
- Demonstrated experience with all types of social media (e.g. LinkedIn Facebook, Twitter, Instagram, etc.)

Qualified candidates are requested to send their CV (with list of 3 character references) and cover letter to [mnlambdtcp@um.dk](mailto:mnlambdtcp@um.dk) with their first and last name, phone and email address, and "Trade Assistant" in the mail subject line before May 14, 2021