



## **The Embassy is hiring a Public Diplomacy Officer (term contract ending 2024-01-31)**

### **About us**

The Embassy of Sweden in Ottawa serves as the official link between Sweden and Canada. The Embassy's mission is to represent Sweden and the Swedish government in Canada and to promote Swedish interests.

We offer a small, dynamic workplace with a great variety of tasks. The Embassy encourages creativity and collaboration. The Embassy is an inclusive and diversity-friendly employer. We value difference, promote equality and challenge discrimination, enhancing our organizational capability.

The Embassy has a wide range of responsibilities, including political contacts and promotion activities, as well as consular and migration affairs.

Our public diplomacy officer will be going on parental leave and we are now offering a highly stimulating work opportunity for a duration of 12 months.

### **About the job**

As a public diplomacy officer you work as part of the promotion team covering a broad range of issues and responsibilities. You will plan, execute, and evaluate projects and events, in close collaboration with the other members of the team including the Ambassador. Work responsibilities include:

- The Embassy's external promotion activities – live and digital - promoting Swedish values and interests in various fields such as

working with cultural and trade sectors as well as with industry, public authorities, universities, and other organizations.

- Communications – developing and managing the Embassy’s social media platforms, as well as handling digital media, press and other external and internal communications to promote Swedish objectives.
- Plan and execute activities to promote Sweden as a study destination.
- Assisting with visit programmes and invitations.

Please note that this position is not limited to the tasks described above and that responsibilities will also include administrative areas of work at the Embassy.

### **About you**

Education: Post-secondary education in a relevant field.

Experience: At least two years of relevant work experience, for example organizing events, running Social Media accounts, independently managing projects, building networks and carrying out basic research.

Skills: Creative, hands-on, cooperative, flexible, solutions-oriented, able to communicate clearly both verbally and in writing, tech-savvy.

Language: Excellent command of English, knowledge of Swedish and/or French is considered an asset.

Status: You must hold the right to live and work in Canada.

### **Practical details**

Your application should consist of:

- A personal letter,
- CV

If you are the one we are looking for please submit your application by November 21, 2022 to [ambassaden.ottawa@gov.se](mailto:ambassaden.ottawa@gov.se) referring to “Recruitment Public Diplomacy Officer”.

Shortlisted candidates will be asked to provide supporting documents such as certificates and references. A written test on planning a promotion activity will be conducted as part of the selection process.

The position is full-time 12-month contract parental leave. Start date to be agreed upon with the selected candidate.

### **Questions?**

For questions on the scope of work, please contact Karin Öhman, Counsellor/Deputy Head of Mission, [karin.ohman@gov.se](mailto:karin.ohman@gov.se).

For questions concerning terms and conditions of employment at the Embassy, please contact Josefine Natt och Dag, Head of Administration, [josefine.natt.och.dag@gov.se](mailto:josefine.natt.och.dag@gov.se).