



Ottawa

The Embassy of Sweden is hiring a Public Diplomacy Officer (contract term ending 30 June 2027)

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

We offer a small, dynamic workplace with a great variety of tasks and a friendly and collaborative atmosphere. We have a pleasant and centrally located office. The recent adoption of the [strategic partnership](#) between Sweden and Canada has brought increased momentum and energy into the work of the Embassy and the bilateral relationship between Canada and Sweden.

Our Public Diplomacy Officer will be going on parental leave and we are now offering a highly stimulating work opportunity for the duration of 14 months.

About the job

As the Embassy Public Diplomacy Officer you are a key member of the promotion team, carrying out a broad range of responsibilities. Your focus will be on strengthening ties between Canada and Sweden by promoting Sweden and Sweden-Canada cooperation in fields such as culture, science and political affairs. You will work in

close collaboration with other team members (including the Trade Promotion Officer) and under the leadership of the Ambassador and the Deputy Head of Mission.

Responsibilities include:

- The conceptualization, planning and implementation of the Embassy's promotion activities in various prioritized fields, working with partners in Canada and Sweden, including public agencies, interest-based organizations, other Embassies, cultural institutions, universities and thinktanks.
- Communication, including planning and executing social media messaging on Embassy platforms, as well as media contacts and press monitoring
- Assisting with planning and executing visit programmes, event invitations and other tasks.

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: You have completed post-secondary education in a relevant field.

Experience: You have at least two years of relevant work experience, for example in project management, communications and event planning. Experience and/or interest in political/diplomatic affairs is an asset.

Skills: To succeed in this role, you need to be creative, hands-on, flexible, well-organized and solutions-oriented. You are committed to achieving results and can track an activity budget, seeking guidance when needed. You communicate clearly and effectively both verbally and in writing, and you use your social skills to contribute to positive external partnerships and a good work environment. You take responsibility and initiative, and you know how to use social media tools to achieve impact. You enjoy working both independently and as part of a team.

Languages: You have excellent command of English. Knowledge of Swedish and/or French is an asset.

Status: You must already hold the right to live and work in Canada. The Embassy can not support a work permit in Canada.

Working hours: This is a full-time, fully on-site position, lasting for 14 months. The envisaged starting date is May 1.

Diversity: The Embassy is an inclusive employer. We value diversity, promote equality and challenge discrimination, enhancing our organizational capability.

Practical details

Your application should consist of:

- A personal letter of motivation,
- your CV

Please submit your application by March 4, 2026, to ambassaden.ottawa@gov.se referring to “Recruitment Public Diplomacy Officer”.

Questions?

For questions on the scope of work, please contact Charlotta Rodhe, Deputy Head of Mission, charlotta.rodhe@gov.se.

For questions concerning terms and conditions of employment at the Embassy, please contact Max Häger, Head of Administration, max.hager@gov.se.