

The Royal Danish Embassy in Riyadh is looking for a dynamic and flexible Commercial Advisor – Energy, Water and Green Transition (local staff)

Position: Commercial Advisor Energy, Water and Green Transition

Type of employment: Full time permanent employment on a local contract

Starting date: As soon as possible, 2023

Location: Royal Danish Embassy in Riyadh, Saudi Arabia

Deadline for application: 30 September, 2023



The Royal Danish Embassy in Riyadh is seeking to recruit a highly motivated, dynamic, energetic and flexible Commercial Advisor within Energy, Water and Green Transition.

Job Description

Your tasks will include

- Economic, green and public diplomacy, export promotion and trade.
- Track, trace and gather information across the trade-policy platforms in focus of the embassy
- Customer focus and business mind-set is a must
- Working closely with large Key Account clients and other clients within the green energy and environment sector with focus on renewable energy and water.
- Identifying and establishing business-to-business contacts for the clients.
- Organising events and delegations (including high-level ministerial delegations) to and from Denmark.
- Planning and setting up Danish company visits to Saudi Arabia, Oman, Kuwait and Bahrain.
- Assisting with other tasks decided on an ad hoc basis.
- Geographical coverage of work is predominantly Saudi Arabia, Kuwait, Oman and Bahrain.
- Prepared to travel regularly to Denmark and on special occasions to other MENA countries to meet with companies and other relevant key contacts.
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Required qualifications

- Bachelor or Master Degree/Certificate in engineering, business administration, marketing or similar or relevant field for the position.
- At least 2-5 years of work experience from a similar position in a government related institution, chamber of commerce, embassy or a private company.
- Excellent customer service skills and effective communicator
- Apply innovative thinking in solution of tasks.
- A structured mind-set and good planning and coordination skills.
- Full command of English and Arabic.
- IT proficiency – Word, Excel, Outlook and databases.
- Great interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.

- Flexible and willing to adapt to the changing needs of the Embassy.
- Ability to handle multiple tasks and work under time pressure.
- High level of integrity including a strong understanding of the Danish zero tolerance on corruption.
- Knowledge or experience regarding GCC Region, Denmark, the Nordic countries and EU would be an asset.

Employment conditions

- This is a local position at Royal Danish Embassy in Riyadh, which is compensated according to qualifications and local conditions. You will be offered a full time permanent employment on a local contract based on the relevant local staff rules at the Embassy.
- Your standard working hours will be 40 hours per week
- You will be entitled to five (5) weeks of paid holiday per year, accumulating by 2.08 days per month.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.
- Workplace pension scheme.
- You and your dependent family members will be offered reasonable coverage of sickness expenses.

Application and recruitment process

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to the Royal Danish Embassy in Riyadh at ruhambjob@um.dk marked "Commercial Advisor - Energy" no later than 30 September 24:00. The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, sexual orientation, age or disability.

Selected candidates will be invited for interviews. Kindly note that only short-listed candidates will be contacted. The chosen candidate must present a "No Criminal Record", pass security clearance by the Danish authorities and provide a transferable iqama prior to appointment. If you have questions please contact the Head of the Trade Department in Riyadh, Mr. Jørn Bang Andersen +966 504538494 or e-mail: joband@um.dk

About us

The Royal Danish Embassy in Riyadh is part of the Danish Foreign Service. The Embassy covers Saudi Arabia, Oman, Kuwait, Bahrain and Yemen. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 20 employees.

For more information about the Embassy, see our web page <http://saudiarabien.um.dk/en>