

## **JOB OPPORTUNITY AT THE EMBASSY OF SWEDEN**

### **Promotion Officer (full- or part-time position)**

**Location: Canberra, Australia**

The Embassy of Sweden in Canberra is looking for a dynamic and creative project manager to join the Embassy's Communications and Promotion team. The Embassy would be ready to consider either full-time or part-time options.

#### **The main tasks of this position are:**

- To plan, prepare and execute different kinds of projects and events as part of the Embassy's outreach and promotion activities to enhance trade relations, cultural exchange and knowledge about Sweden in Australia and New Zealand. This includes both managing projects and contributing to projects managed by other team members
- To coordinate joint activities together with close partner organisations such as Business Sweden, the Swedish-Australian Chamber of Commerce, and the Swedish Institute.
- To participate in the Communications and Promotion Team's joint strategic planning and evaluation of activities.
- To plan and produce content such as presentation material, internal briefing documents, speeches, delegation programmes, articles and social media posts in close coordination with the Communications Officer.

#### **Other tasks are:**

- To seek new opportunities for cooperation with relevant stakeholders for upcoming trade fairs, opportunities for cultural exchange, exhibitions and third-party events.
- To participate in maintaining and expanding the Embassy's network of relevant partners, and to represent the Embassy externally, for example in relevant EU working groups.
- Assisting with certain of the Embassy's administrative tasks and other activities.

#### **Qualifications and skills required for this position:**

- The successful candidate has previous tertiary qualifications, skills and experience relevant to the position. This can be focused on one or several of the areas of responsibility of the Embassy's Promotion Team (including cultural exchange or arts, business and trade, communication or project management).
- The successful candidate is ready to work closely with colleagues at the Embassy and strives to reach goals together with others.
- Excellent writing skills, experience from visual communication, attention to detail and tonality, and high expectations for quality.

- The successful candidate shows maturity and good judgment, ability to manage competing priorities and deliver work within deadlines and has a proactive mindset.
- The successful candidate is completely proficient in written and oral English. Skills in the Swedish language is a significant asset.
- Knowledge about Sweden or New Zealand is an asset.
- Australian citizenship or residents with a working permit is an absolute requirement for employment. Swedish citizenship is an asset.

### **Selection process:**

Applicants should send, as a pdf, a motivation letter (one page) and CV (max 2 pages) including at least three (3) recent and relevant academic, professional and employment references.

Only shortlisted candidates will be contacted and subsequently asked for documentation that supports the background and qualifications mentioned in their CV.

Submit your application by email to [ambassaden.canberra@gov.se](mailto:ambassaden.canberra@gov.se) no later than 4 September 2026. Please write in the email subject line "Promotion Officer". Please note that the selection process will be ongoing and suitable candidate(s) may be called for interviews and decisions may be taken prior to 4 September. Suitable candidates who are available to start their employment on short notice may be prioritised.

The Embassy of Sweden has been established as an employer of local staff in Australia for more than 50 years. It promotes an attractive employment package and boasts an established, professional, and dedicated team that values equality and transparency in the workplace.

Employment contracts are based on local labor law and standard contract terms of the Swedish Embassy in Canberra.

The selected candidate must agree to complete a security background check prior to employment.

For any questions regarding the position please contact: Nils Hedberg Grimlund, Deputy Head of Mission, by email: [Ambassaden.canberra@gov.se](mailto:Ambassaden.canberra@gov.se).