

The Embassy of Sweden is recruiting an Assistant for the Nordic Police Liaison Office in Rabat

The Nordic Liaison Office in Rabat supports law enforcement cooperation between the Nordic countries and Morocco and Tunisia. The office is organized as a section under the Embassy of Sweden in Rabat.

As an employer, the Embassy offers competitive employment conditions and an opportunity to be a part of the international work environment.

Duties

As assistant at the Nordic Police Liaison Office in Rabat you will support the office's daily activities under the lead and supervision of the Police Liaison Officer in charge, with whom you will cooperate closely and provide full support.

Your primary task will be the efficient execution of all administrative work necessary to maintain the office's operational and strategic activities.

Other functions will include planning and coordination of upcoming meetings, visits, activities and travels. Additionally, a considerable part of the work will be dedicated to monitor, receive, process, and distribute incoming and outgoing communication and information, as well as to register into information systems and maintain logs updated.

Fluent and correct interpretation between French, Darija and English languages during meetings and activities, as well as effective translation and drafting of documents and correspondence in French and English will be frequent tasks. You also need to understand written Arabic.

You will have continuous contact with different authorities and counterparts from the Nordic countries and Morocco, as well as the other countries under the office's responsibility, by telephone and email communication.

You will actively and with purposefulness participate in establishing new contact points for the office, in order to develop and enhance the cooperation with different counterparts, and to maintain the already existing contact network.

You will gather public news information from open sources and stay updated on topics in Morocco and the region that can be relevant for the liaison office and its operational and strategic interests, e.g. crime developments, trends, security, and events that can have impact on the office's activities, etc.

Additionally, you have to be available to travel. Travel in Morocco and the region for meetings will take place on a frequent basis, and travel to Sweden and other Nordic countries might occur.

You must be available for work outside normal working hours when the work task or circumstances so require, and sometimes on a very short notice.

Requirements

We are looking for a person who is a native speaker of the Moroccan language Darija, as well as in reading Arabic, with high level of proficiency in spoken, reading and writing French and English¹.

We expect you to have post-secondary studies and at least three (3) years of demonstrable experience in administrative work. Work permit in Morocco is required as well as a valid national passport.

You must have high computer skills and good knowledge in Microsoft Office programs (i.e. Outlook, Word, Excel, Power Point etc.), as well as a strong ability to learn and manage new information programs and systems.

You are good at typing and drafting, and you have the capacity to write texts and reports.

You will be required to show proof that you have no previous criminal record.

You have a valid driving license.

Personal skills

You are a responsible, trustworthy, dynamic, creative, proactive, and sociable person, who easily can express yourself and establish contact with others.

You are organized, you know how to prioritize your tasks and you can work independently at the same time as you have the ability to adapt and work as a member of a team.

You are also reliable and responsible with the handling of the information that you will have access to².

You have a desire to learn new things and to contribute to the goals set up at the office within in your work area.

¹ Language tests will be conducted.

² Security evaluation and assessment of the selected person will be conducted.

We put emphasis on your capability and skills in making connections and communicate with others. We are looking for someone who is not afraid to ask and insist to get answers in order to solve problems.

You are service minded. You have capacity to work under stress and with short time limits and deadlines when necessary.

It is important that you have the ability to understand your role from different perspectives and that you are able to take initiatives and propose changes, improvements or solutions, in dialogue with the Police Liaison Officer.

Merits / experience

Previous experience from translation and interpretation between English, French and Moroccan language Darija is an asset.

Previous cooperation with Moroccan authorities, especially with law enforcement agencies or liaison offices, will be taken into consideration.

It is valuable if you have experience from and are familiar with Moroccan legislation and law enforcement activities.

It is desirable that you have a general understanding and experience from working with information systems and registers. Advanced use of Excel, creation of dynamic tables, data linking and statistical graphs will be considered an asset.

Other information

Please send a personal letter including a presentation of yourself and your previous work experience, together with a CV³ by email to ambassaden.rabat-annonce@gov.se no later than **17th of May 2026**.

Mark your application with reference No. **UM2026/11382/RABA**.

Please note that the selection process may take several weeks. Only the applicants who will be subjects to the continuance of the selection process will be contacted. The selected person is expected to start the duty on 1st of September 2026.

Information regarding the Embassy of Sweden can be found at www.swedenabroad.se/rabat.

For further information about the position write to recruitment.sbm@polisen.se.

³ Personal letter and CV will only be accepted if they are in English language and PDF format.