

WOULD YOU LIKE TO WORK IN A VIBRANT AND CHALLENGING ENVIRONMENT AT THE LARGEST DANISH EMBASSY IN AFRICA?



The Embassy in Kenya is looking for four interns from 1st of February 2020 to 31st of July 2020

Business Sector focusing on trade and export

Do you have a special interest in creating value from development aid to trade and Danish private sector involvement in developing countries? Then, an internship with the Trade Council will interest you. You shall be a part of the Business Team and take part in everyday activities of the Trade Council on various areas. The Trade Council activities are to enhance Danish exports to Kenya, Danish presence in Kenya and sourcing. The Business Team's three commercial advisors assist Danish companies wishing to penetrate the Kenyan market or cultivate and develop their market potential. This is done by working out market studies, identifying potential partners, key customers and relevant stakeholders and arranging meeting programs for visiting companies as well as arranging delegation visits and market support events. More information on the Trade Council and their activities can be found [here](#).

The internship offers

As an intern, you will take part in the daily work at the Embassy and the Trade Council. You will get insight into business development, emerging markets and economic diplomacy in Kenya. The work will include:

- Participating in meetings with Danish and Kenyan companies and contributing to market analyses, partner search and facilitating establishment of subsidiaries.
- Conducting research and drafting fact sheets related to economic aspects and business conditions relevant to Danish companies as well as Trade Council offers for Danish companies.
- Coordinate the Danish Business Network including being in contact with the companies engaged, helping with events and sending out invoices.
- Assisting in preparing and conducting visits by Danish trade delegations, the Danish Ministry of Foreign Affairs and other events.
- Practical assignments including day-to-day requests, meeting booking and writing minutes, contributing to communication strategy and assisting in tasks that are more practical.

Qualifications

- A Bachelor degree and admission at master level at a Danish University or Business School studying for instance business, economics, political science or communication.
- Genuine interest in business development and development cooperation.
- Working experience from private businesses or other relevant institutions is not a requirement but is considered an asset.
- Systematic, independent and responsible in your approach to an internship that unfolds in an international, intensive and demanding environment.
- You are a fast learner, ready to adapt, demonstrate initiative and you value working in teams.
- You have strong skills in oral and written English as well as Danish, and are helpful and open to the wide task portfolio at the Embassy.

Internship – Trade Council

- Danish citizenship or fulfilling the following requirements: The applicant has lived in Denmark for a longer period (at least 3-4 years), is admitted at a Danish University or Business School and at the time of applying has residence in Denmark.

Practicalities

The internship will be eligible for transfer of ETCS points at a relevant educational institution.

The Embassy provides a monthly supplement of DKK 4000 of which approximately half will be spent on rent for the apartment shared by the Embassy's four interns. Due to regulation regarding SU and compensation, you will have two options regarding receiving the supplement:

- 1) Choose not to receive SU and get the monthly supplement of DKK 4000 per month.
- 2) Receive SU and hand in documentation of concrete expenses (including flight tickets, vaccines, insurance, etc.) up to DKK 4000 per month.

Due to Nairobi being a city with high security risks there are certain limitations to the movements of the interns. For more information on the security situation in Nairobi, please see the Danish Ministry of Foreign Affairs' recommendations on travelling in Kenya. Regular security briefings will be provided by the Embassy.

Apply now!

Please send your application, CV, relevant recommendations and transcripts in a single PDF. The application must be in English, no longer than one page, and sent to rosnde@um.dk with cc: nboamb@um.dk by the 15th of September 2019 marked 'Application for Internship – Trade Council'. Please state clearly if you are also applying for other positions within the Embassy. Should you have any questions, please do not hesitate to contact the current intern, Mathilde Vendelbo Sonne, at matson@um.dk.