

## The Danish Embassy at New Delhi is looking for new staff members



**Position:** Visa Officer II  
**Type of employment:** Full time  
**Starting date:** As soon as possible  
**Location:** Royal Danish Embassy, 33 B,  
Dr. S. Radhakrishnan Marg, Chanakyapuri,  
New Delhi -110021

**Deadline for application:** As soon as possible, latest by Friday 10 June 2022

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Are you interested in working in a dynamic, international environment in a team of dedicated colleagues?

The Danish Embassy in New Delhi is seeking to recruit skilled, positive, service-minded, detail-oriented, dynamic, independent and pro-active Visa Officers for open positions in the Visa Department.

***Important: The position is only open for nationals of EU/Schengen and EØS countries. Please note that applications that do not state nationality as required will not be considered.***

You will be working in a team of 17 employees. The Visa Department processes applications for short term visas. You will be liaising with internal and external clients such as applicants, companies, other embassies and authorities; making sure legislation is adhered to; and working to deadlines to ensure timely and quality delivery of one's duties.

As a Visa Officer your work will primarily consist of handling visa applications from Indian citizens going to Schengen. The demand for visas to Schengen is constantly increasing. There is great focus on our work from both Danish and Indian authorities. Your job will be to handle the cases in a service minded way, ensuring the adherence of the Schengen rules. You will take part in making the final decision for approvals or rejection of applications. This involves interviews with hosts in Denmark, assessment of the information on the application and supporting documents put forward by the applicants, always paying attention to details.

### **The main tasks and responsibilities as Visa Officer, but are not limited to:**

- Case processing of visa applications
- Handling enquiries regarding visa matters
- Review of residence and work permit applications etc.
- Interviewing applicants/hosts etc.
- General assistance in all visa related matters according to Schengen instructions

### **Required qualifications**

- Graduate degree or equivalent

- Min. 5 years of work experience in an administrative and international environment
- Good knowledge of computer applications
- Excellent command of verbal and written English
- Detail-oriented and precise
- Strong interpersonal skills and team player
- Strong interest in and willingness to share knowledge with – and learn from – colleagues
- Ability to work independently and efficiently in stressful situations

### **Desired qualifications**

- Danish/other Nordic language will be considered an advantage
- Good knowledge of Hindi is not a requirement but will be considered an advantage
- Previous experience in related fields with an ability to see the visa work as an important part of presenting Denmark as an attractive country

### **We offer**

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
- Great opportunities for further development of your professional and personal competences
- A large degree of self-dependence
- Focus on learning and competence development

### **Employment conditions**

- You will be offered full time permanent employment on a local contract
- You will be entitled to 25 days of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results in accordance with the Salary Policy of the Embassy
- As part of your salary you will be enrolled in the EPF-scheme
- Medical coverage (80:20, where 80% of the medical expenditure is reimbursed by the Embassy according to the approved rules)

### **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 Danish Embassy in New Delhi, Nibedita Sengupta, [delamb@um.dk](mailto:delamb@um.dk) marked "Visa officer II + *your nationality*" no later than 10 June 2022.

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<http://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

Applicants who are Danish nationals (with NemID) thus have to apply differently than applicants from outside of Denmark.

You can apply in two ways:

- Applicants with Danish NemID: The application must be sent to the Embassy through eBoks. Applications through e-Boks/Borger.dk must be sent to the Ministry of Foreign Affairs (Udenrigsministeriet) with the recipient marked as “New Delhi” and the subject “Visa officer II + *your name and nationality*”.
- Applicants living outside of Denmark who do not have NemID: The application should be sent either via e-mail to [delamb@um.dk](mailto:delamb@um.dk) (marked “Visa officer II – your name”) or letter post. If you apply via letter post, kindly send your application to the Ministry of Foreign Affairs (address below) and send a notification about your letter post application to [delamb@um.dk](mailto:delamb@um.dk).

Ministry of Foreign Affairs  
Asiatisk Plads 2  
DK-1448 København K

“The Royal Danish Embassy in New Delhi – Visa officer II + *your nationality*”

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Only shortlisted candidates will be contacted and will be invited for interviews. We will be doing interviews on an ongoing basis. If you are interested in applying for the position, we encourage you to send in your application as soon as possible.

## Questions

For any questions regarding the position, please contact Nibedita Sengupta, Human Resources Department, Embassy of Denmark in India or Martin Strandgaard, Deputy Head of Mission, at [delamb@um.dk](mailto:delamb@um.dk).

## About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers India and side-accredited countries of Sri Lanka, Maldives, Nepal and Bhutan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 75 employees, 16 of whom are posted from the Danish Ministry of Foreign Affairs.

The Danish Embassy in New Delhi is engaged in sustainability. Denmark and India is committed to the Green Strategic Partnership, which was launched in 2020. The Danish Embassy in Chanakyapuri is climate friendly with solar energy installations, rain water harvesting etc. The Embassy, as the Danish Foreign Service, is strongly committed to the well-being of its staff and conducts annual surveys to follow up on the working environment.