

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



Position: Visa Officers
Type of employment: Full time
Starting date: As soon as possible
Location: Embassy of Denmark, Plot No. 33- B,
Dr. S. Radhakrishnan Marg, Chanakyapuri,
New Delhi -110021
Deadline for application: 28 November 2023

The Embassy is seeking to recruit detail-oriented, diligent and dynamic Visa Officers.

You will be working in a team of 20 employees. The main task of the Visa Team is to process applications for short term Schengen visas as well as applications for residence permit. This task includes 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 primary duty will be to case process Schengen visa applications and applications for residence permit. You are, however, expected to show the flexibility required for optimal handling of the entire portfolio of the Consular Section and the Embassy and thus be ready to contribute to handling tasks outside your own portfolio.

The main tasks and responsibilities as Visa Officer:

- Case processing of Schengen visa applications and applications for residence permit, including study and work permit.
- Handling enquiries regarding Schengen visa, residence and work permits etc.
- Interviewing applicants.
- Making recommendations for decisions on Schengen visa cases.
- General assistance in all case processing related matters according to Schengen regulations and Danish laws and guidelines.

Required qualifications

- Graduate degree or equivalent
- Min. 2 years of work experience in an administrative environment
- Good knowledge of computer applications
- Excellent command of verbal and written English
- Ability to work in stressful situations
- Detail oriented and precise approach
- Great interpersonal skills and team player abilities
- Strong interest in and willingness to share knowledge with – and learn from – colleagues
- Ability to work independently and efficiently.
- Knowledge of Nepali would be an asset, but is not a requirement.

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 on-the-job learning and competence development

Employment conditions

- You will be offered full time employment on a local contract
- Yearly salary paid in 13 portions
- Your salary will reflect your qualifications, relevant experience and proven work-related results in accordance with the Salary Policy of the Embassy
- 25 days of paid annual leave per year
- As part of your salary you will be enrolled in the EPF-scheme
- Standard working hours are 37 hours per week
- Medical coverage (80:20, where 80% of the medical expenditure is reimbursed by the Embassy)

Application and recruitment process

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.

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.

To apply for the position, please send your application in one PDF-file (cover letter, CV, and recommendations) in English to delamb@um.dk attention: Karen Camacho, and marked "Application for Visa Officer" no later than 28 November 2023.

Only shortlisted candidates will be contacted for an interview.

The chosen candidate must present a "No Criminal Record" and pass security clearance prior to appointment.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers India, as well as Sri Lanka, Nepal, Maldives and Bhutan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 67 employees, 18 of whom are posted from the Danish Ministry of Foreign Affairs.

For more information about the Embassy, see <http://indien.um.dk/>