



VACANCY - VISA OFFICER

THE ROYAL DANISH CONSULATE GENERAL, DUBAI

Position: Temporary position as visa officer is vacant. A few other positions might become available soon.

Type of contract: Full time, 40 hours per week

Starting date: As soon as possible

Location: The Royal Danish Consulate General, Dubai

Application deadline: 25 June 2025

The Royal Danish Consulate General in Dubai is looking for visa officers. As Visa Officer, you will be joining our team in the Visa and Consular Department, which currently consists of 20 colleagues. We are operating as a visa hub and are currently processing visa applications from UAE, South Africa and Palestine. Therefore, we case process many different types of visa profiles, where as some of them are very complex. You will become part of a busy and growing team in a dynamic and international workplace that will give you the opportunity for personal and professional development.

JOB DESCRIPTION

The Visa Officers' daily tasks will include case handling of applications for Schengen visas including document screening, interviews of applicants and hosts, risk profiling, answering inquiries through e-mails and telephone, as well as other visa related tasks and other ad hoc assignments.

The successful candidates should expect to participate in local meetings and seminars and be ready to attend video conferences and regional meetings. Performing of other administrative tasks and back-up functions can be required as needed by the Management of the Consulate General.

In your daily function in the Visa Section of the Royal Danish Consulate General in Dubai, you will refer to the Head of the Visa & Consular Section.

PROFESSIONAL AND SOCIAL SKILLS

- ☐ An educational background of relevance to the described duties, at Bachelor level or similar vocational training. Longer relevant work experience will be accepted in lieu of educational background.
- ☐ Good communication skills both verbally and in writing.
- ☐ Computer proficiency (experience with Microsoft, i.e. Word, Excel etc.).
- ☐ Fluency in English. Danish will be viewed as an added advantage. It is not a requirement.
- ☐ A thorough and detail-oriented approach to tasks in general.
- ☐ A high sense of responsibility.
- ☐ Strong integrity and work ethics.
- ☐ Ability to work as a team player as well as independently.
- ☐ Good social skills.

- Experience with Schengen visa case handling and knowledge of the Danish Schengen visa handling system is an added advantage.

SALARY AND EMPLOYMENT CONDITIONS

- A position in a dynamic environment where we value great emphasis on delegation of tasks and responsibilities, openness, independence and a minimum of hierarchy.
- Salary according to qualifications and experience
- Healthcare coverage according to the Mission's staff rules (with 20% self-payment on part of the insurance premium).
- 5% pension contribution according to the corporate rules of the Danish Ministry of Foreign Affairs.
- Standard working hours of 40 hours per week with the opportunity for flexible working hours.
- 22 days of holiday with salary per year.
- The opportunity to develop your competencies on visa matters.
- Being part of a team with helpful and positive colleagues in a busy workplace.

The Visa Officer will be employed on a local contract according to regulations for local staff at the Royal Danish Consulate General in Dubai and will refer to the Head of Visa and Consular Section. The appointment is subject to security clearance from the relevant Danish authorities. Initially we can offer a contract for 5 months with the possibility to extend further.

APPLICATION PROCESS AND DEADLINE

Interested candidates can send a motivated application letter and CV, which should include information about education, past work experience, qualifications, language skills, references, etc. The e-mail containing the application letter and CV should be marked "Visa Officer" and sent to hrdubai@um.dk.

Deadline: 25 June 2025

ABOUT US

The Royal Danish Consulate General in Dubai currently has 36 staff members, including four diplomats posted from the Ministry of Foreign Affairs in Denmark. We are divided into three sections: the commercial section (the Trade Council), the administrative section and the visa & consular section. In 2020 the Royal Danish Consulate General became a visa hub processing Schengen visa applications from UAE, South Africa and Palestine.

GENERAL DATA PROTECTION REGULATION

According to Article 13 of the EU general data protection regulation 2016/679, the Ministry must provide you with information regarding the Ministry's handling of personal data when we collect personal data from you.

We process your data for recruitment purposes only. We would like to keep your data until the specific position has been filled. We cannot estimate the exact time frame, but we will consider this period over when a candidate accepts our job offer for the position. When that period is over, we will delete your data. You can read more about how we process your personal data here: [The Ministry of Foreign Affairs of Denmark Privacy Notice](#).