



VACANCY - MOBILE VISA OFFICER

ROYAL DANISH CONSULATE GENERAL, DUBAI

Position: Mobile Visa Officer

Type of contract: Full time, 40 hours per week

Starting date: As soon as possible

Location: Royal Danish Consulate General, Dubai/Globally

Application deadline: 22 March 2024

We are looking for a dynamic and mobile new colleague to support Danish visa case processing. You will be based at the Royal Danish Consulate General in Dubai and depending on needs should be able to travel internationally up to 4-5 months per year in periods spanning from 1-10 weeks to assist with processing visas at other Danish Embassies and Consulates around the world. EU/Schengen citizenship required.

JOB DESCRIPTION

Your 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 assist in other visa related tasks and other ad hoc assignments.

The successful candidate 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 Consulate.

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 and Consular Section. Your global functions will be coordinated with the Department for Visas and Passports in the Danish Ministry of Foreign Affairs.

PROFESSIONAL AND SOCIAL SKILLS

- Profound experience with Schengen visa case handling and in-depth knowledge about Schengen rules and regulations.
- A high level of professionalism.
- A strong professional drive and motivation.
- A high sense of responsibility, thoroughness, and high integrity.
- Solid English language skills required.
- Interest in and availability to travel up to 4-5 months/year, at times on short notice.

- The ability to adapt quickly to shifting workplaces and colleagues, including strong cross cultural understanding and good social skills.

SALARY AND EMPLOYMENT CONDITIONS

- A position in an international and 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 full year.
- The opportunity to develop your competencies on visa matters in an international setting.
- 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. It is a requirement that you hold an EU/Schengen citizenship. The appointment is subject to security clearance from the relevant Danish authority.

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 "Mobile Visa Officer" and sent to hrdubai@um.dk no later than 22 March 2024. You will receive an automatic reply, which confirms that we have received your application. Only shortlisted candidates will be contacted.

ABOUT US

The Royal Danish Consulate General in Dubai currently has 35 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, Morocco 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](#).