



CONSULAR OFFICERS – ISTANBUL

The Danish Consulate General in Istanbul is offering two full-time positions as Consular Officers. The successful applicants will join a team of experienced colleagues in a stimulating, multicultural environment. The position is open to Nordic and EU citizens only.

TASKS AND RESPONSIBILITIES

- Decision making in visa applications.
- Consular assistance to Danish citizens in distress (also outside office hours if necessary).
- Assistance to Danish Citizens and persons with a permanent residence in Denmark in civil law matters (passport, drivers licence, marriage, divorce, legalizations).
- Participation in EU/Schengen cooperation in Istanbul.
- Security and Crisis Management.
- Potentially assist in protocol matters related to official visits.
- Official written communication with Turkish and Danish Authorities.

SKILLS AND QUALIFICATIONS

- University degree/and or relevant working experience.
- Fluency in spoken and written English; knowledge of Danish will be an advantage but not a condition.
- Knowledge of Turkish is a plus.
- Team player with the ability to work independently.
- Well organized, responsible, loyal, flexible and service-minded.
- Ability to make decisions fast and to handle stressful situations.
- Good communication skills.
- IT knowledge (MS Office Programs)

TERMS OF APPOINTMENT

The Consular Officer will be appointed according to regulations for local staff at the Consulate General in Istanbul with a starting date, expectedly, on 1st August 2017 or soonest hereafter.

The appointment is subject to a successful security clearance taking place in Denmark.

The salary will be based on experience and skills.

Interested applicants who believe they have the necessary professional and personal skills should send a motivation letter (incl. a CV) in English to: The Consulate General of Denmark, Email: istgkl@um.dk.

Applications should be clearly marked: “Consular Officer - Istanbul”.

Kindly note that only short-listed candidates will be contacted.

Application deadline: 21st July 2017.