

## The Royal Danish Embassy in Ankara is looking for new staff members - EU/EEA citizen for the visa department



**Position:** Visa Officer/CW2  
**Type of employment:** Temporary position. Full time  
**Starting date:** 1 July 2025 or soonest thereafter  
**Location:** Royal Danish Embassy in Ankara, Türkiye  
**Deadline for application:** Sunday 27 April 2025 (midnight)

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The Embassy is recruiting a pro-active, open-minded, detail-oriented visa officer.

**The post is ONLY open for Danish and EU/Schengen country nationals.**

*Turkish nationals are not eligible for this position.*

You will be working in a team of 21 dedicated and highly professional colleagues. The main tasks of the Visa Section are handling of Schengen visa applications for Denmark and Iceland - and residence permit applications for Denmark. As a CW2/Visa Officer, you will be responsible for all steps of the case processing. The work involves handling and prioritizing many different visa cases on a daily basis, keeping up to date with key legislation and sparring with colleagues. However, you are expected to show the flexibility required for an optimal handling of the entire portfolio of the Embassy and thus be ready to contribute to handling tasks outside your own portfolio.

### **Main tasks and responsibilities as visa officer**

- Examination of the Schengen visa- and residence permit applications and the related documentation, as well as interviewing of the applicants
- Registering of applications in the relevant IT systems
- Final case processing, incl. responsibility for deciding on approvals, refusals and submission case.
- Written correspondence with applicants and other members of the public
- Answering phone calls regarding visa issues
- Contact to the Danish Immigration Service and other relevant stakeholders/authorities

### **Required qualifications**

- The working language of the Embassy is English; therefore, fluency in written and spoken English is a necessity. Selected candidates will undergo testing in order to assess English language level
- The job requires a bachelor's degree or similar vocational administrative qualifications and/or relevant working experience
- Ability to work in inter-cultural environment
- Strong team spirit
- Strong IT skills (MS Office Programs)

## Desired qualifications

- Command of one of the Scandinavian and/or Turkish and/or Arabic language is not a requirement, but will be considered as an added advantage.

## We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
- Working with interesting and stimulating tasks under the supervision of the Consul
- Great opportunities for further development of your professional and personal competences

## Employment conditions

- You will be offered a full-time temporary position and be appointed according to regulations for Mission Employed Staff at the Royal Danish Embassy in Ankara, Türkiye
- Your standard working hours will be 40 hours per week
- You will be entitled to 4 weeks of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results. Salary is set and paid in EUR
- Employer's pension contribution varies according to residence status in Türkiye

## Application and recruitment process

To apply for the position, please send your application to [ankamb@um.dk](mailto:ankamb@um.dk), with the following documents:

- Cover letter/motivational letter; your motivation for applying for the position and how you see yourself adding value to both the position and the Embassy as a workplace.
- CV in English.
- Documentation for relevant education and recommendations (if any) and 2 references in English.
- Please make sure to merge all the above documents into one PDF file.

Please mark your application **‘Visa Officer/CW2 + your full name + your nationality’** in the subject line-

Deadline is **Sunday, 27 April 2025 (midnight)**. Applications received after the deadline will not be taken into consideration.

Due to personal data regulations (GDPR), applicants can choose to send the application via e-Boks (read “how to” here <http://tyrkiet.um.dk/da/om-os/Kontakt/send-digital-post/>) or as a regular letter

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.

Selected candidates will be invited for interviews expected to take place shortly after the application deadline. **Only short-listed candidates will be contacted.**

The selected candidate must present a “Certificate of Criminal Record” and pass the security clearance by the Danish authorities prior to appointment.

## Questions

For any questions regarding the position, please contact the Consul, Head of Visa Section Eva Szeftel on e-mail [ankamb@um.dk](mailto:ankamb@um.dk)

**About us**

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Türkiye and Azerbaijan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 38 employees, nine of whom are posted from the Danish Ministry of Foreign Affairs.

**Meet us here**

Website: <http://tyrkiet.um.dk/>

Facebook: <https://www.facebook.com/DenmarkInTurkey/>

LinkedIn: <https://www.linkedin.com/company/embassy-of-denmark-in-ankara>

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: <https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>

Ankara, December 2024