

# The Royal Danish Embassy in Ankara is looking for a new staff member



**Position:** Visa Officer/CW2  
**Type of employment:** Full time  
**Starting date:** August 2023 or soonest thereafter  
**Location:** Royal Danish Embassy in Ankara, Türkiye  
**Deadline for application:** Sunday 9 April 2022 (midnight)

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

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

You will be working in a team of 16 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 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 cases.
- 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 language will be considered as an added advantage but is not a requirement.

### **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 responsible for the Visa section of the Embassy.

- Great opportunities for further development of your professional and personal competences.

### **Employment conditions**

- You will be offered a full time position and be appointed according to regulations for local staff at 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 and home country.

### **Application and recruitment process**

To apply for the position, please send your application (short motivated application, CV, proof of relevant education, recommendations (if any) and 2 references) in English to

Consul of the Visa Section, by e-mail to [ankamb@um.dk](mailto:ankamb@um.dk)

Marked '**Visa officer application/CW2 + your full name**' in the subject line

No later than **Sunday 9 April 2023 (midnight)**.

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 chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to appointment.

### **Questions**

For any questions regarding the position, please contact the Consul at [tantaa@um.dk](mailto:tantaa@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 30 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>