

## Visa Officer at the Embassy of Denmark

<b>Position:</b>	Visa Officer
<b>Type of employment:</b>	Full time, permanent employment on a local contract
<b>Starting date:</b>	15 July 2017
<b>Location:</b>	67, Dr. Isert St., North Ridge, Accra
<b>Deadline for application:</b>	29 May 2017, 12 a.m.



The Embassy is seeking to recruit a positive, dynamic, multi-skilled person with strong customer service focus, exceptional communication skills and attention to detail. Candidates must demonstrate a high level of integrity, self-motivation and initiative.

You will be working in a team of 5 employees. The main tasks of the Visa Team are to handle the portfolio of visa applications to Denmark, Sweden and Finland. As Visa Officer you will be responsible for the processing of visa applications to these countries. You are, however, 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 such as consular cases if the need arises.

### Main tasks and responsibilities as Visa Officer

- Receiving visa applications
- Electronic case processing
- Conducting interviews
- Verifying case information and documents
- Answering written and verbal inquiries

### Required qualifications

- At least 3 years work experience in an international environment/organisation/diplomatic mission
- Diploma in Business Administration or similar secretarial/administrative education
- IT proficiency and solid skills in Microsoft Office and Skype for Business
- Perfect English language skills - speaking, reading and writing
- A high sense of integrity and responsibility
- A positive, open-minded, pro-active, results-oriented, creative etc. attitude/approach to handling of assignments
- A structured mind-set and excellent planning skills
- Great interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues
- Ability to foster and maintain networks
- Flexible and willingness to adapt to the changing needs of the Embassy

### Desired qualifications

- Knowledge of a Scandinavian language will be a considerable advantage

## **We offer**

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

## **Employment conditions**

- You will be offered full time, permanent employment on a local contract based on the relevant legally binding labour market rules of Ghana
- The probation period is three months
- Your standard working time will be 40 hours per week with some flexibility in organizing your own daily working hours
- You will be entitled to 5 weeks of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results
- You and your dependant family members will be offered reasonable coverage of sickness expenses

## **Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to the Embassy of Denmark, email: [accambvisa@um.dk](mailto:accambvisa@um.dk) marked in subject line "Application – Visa Officer – Embassy of Denmark" no later than 29 May 2017 at 12 a.m.

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 in week 22/23. Only short-listed applicants will be contacted by the Embassy of Denmark.

The chosen candidate must present a "No Criminal Record" and pass security clearance by the Danish authorities prior to the employment start date expected by 15 July 2017.

## **Questions**

For any questions regarding the position, please contact the Visa Team: [accambvisa@um.dk](mailto:accambvisa@um.dk).

## **About us**

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Ghana and accredited countries Guinea, Ivory Coast, Liberia, Sierra Leone and Togo. The Embassy is an ambitious, high-paced and dynamic workplace with a mixture of staff posted from the Danish Ministry of Foreign Affairs and locally recruited staff.

For more information about the Embassy, see [www.ghana.um.dk](http://www.ghana.um.dk)