



EMBASSY OF DENMARK

The Visa and Consular Team of the Danish Embassy is looking for a new colleague

Position:	Visa and Consular Officer
Type of employment:	Full time, permanent employment on a local contract
Starting date:	Soonest possible
Location:	67, Dr.Isert Street, North Ridge, Accra
Deadline for application:	Friday, 20 September 2024

The Danish Embassy is looking for a new Visa and Consular colleague. We seek to recruit a positive, dynamic, multi-skilled person with strong customer service, good 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 six employees. The main tasks of the Visa/Consular team are handling of visa applications to Denmark, Finland, Iceland and Sweden as well as providing consular services to Danish and other qualifying nationals. The position is full-time and may be applied for by candidates with good knowledge of the English language. Candidates with dual nationality (Ghanaian/Scandinavian-EU) would have an advantage.

Main tasks and responsibilities:

- Receive and check applications inclusive of attached documentation
- Process and register applications electronically
- Interview applicants in mainly the English language
- Handle communication between applicants, the Denmark Visa Application Centre (VFS Global), Danish Immigration Service, Danish and other foreign companies
- Answer general inquiries regarding visas and residence/work permits
- Participate in the day-to-day running of the Section
- Handle applications for Danish passports, take biometrics and update passport registry
- Consular assistance to Danes and other qualifying nationals
- Attestation of documents
- Participate in any other general or specific Embassy tasks according to need

Qualifications

- Relevant higher education
- Excellent command of the English language, both orally and written, as well as locally spoken Ghanaian language/s
- Preferably previous working experience within visa and consular matters
- Integrity, sound judgement and focus on detail
- Team player with a good sense of humour
- Well organized, responsible and flexible
- Ability to multitask and work under pressure

- Excellent IT knowledge

We offer

- An exciting, inter-cultural and dynamic work environment
- 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 salary will reflect your qualifications, relevant experience and proved work-related results
- Your standard working hours are 40 hours per week
- You will be entitled to 5 weeks' paid holiday per year
- You and your dependent family members will be offered reasonable coverage of sickness expenses

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English no later than Friday, 20 September 2024 to the Embassy of Denmark, e-mail: accamb.recruitment@um.dk - text in the subject line: "Application – Visa and Consular Officer".

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. 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 employment.

For more information or questions, please contact the Visa Team: accambvisa@um.dk

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying [Privacy Notice \(um.dk\)](#). By sending your application, you actively consent to our processing of your personal information. In the abovementioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about personal data processing.

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.