



Visa Officer, Embassy of Denmark

The Embassy of Denmark in Accra is looking for an experienced male or female Visa Officer to join our team.

The position requires a dynamic, multi-skilled person with strong customer service focus, exceptional communication skills and attention to detail. Candidates will demonstrate a high level of self-motivation, initiative and also the ability to work in a team environment.

Responsibilities include receiving visa applications, conducting interviews, processing and handling of visa applications in UMSIS system, attending to enquiries and follow-ups and assisting in consular cases when required.

Qualifications:

- At least 3 years work experience in a Consular role within an Embassy
- Diploma in Business Administration or similar secretarial/administrative education
- High computer literacy with Microsoft office programs and Lync switchboard system
- Perfect English language skills - speaking, reading and writing
- Perfect French language skills - speaking, reading and writing
- International experience is considered an asset

Attitudes:

Flexibility, works well in a team, motivated, works well under pressure, shows initiative and sound judgement, confidentiality, adaptability, enthusiasm and loyalty, willingness to adapt quickly in a dynamic environment, personal integrity.

Terms of Employment:

- Permanent contract with a probationary period of three months
- Recruitment presupposes approval by the Danish authorities
- The contract starts from 1st August 2016, based on security clearance.

How to Apply:

Interested applicants should submit their application with a completed CV including 2 reference letters and covering letter to:

accamb@um.dk

Please, write in the subject: "Application – Visa Officer"

Application deadline: 13 June 2016 at 12 a.m.

Only short-listed applicants will be contacted by the Embassy of Denmark.