



The Royal Danish Embassy in Bangkok is looking for a new Visa Officer (Danish or Schengen citizen)

Position: Visa Officer

Type of contract: Full time, 37 hours per week

Starting date: As soon as possible

Location: The Embassy of Denmark, 10 Sathorn Soi 1, 10120 Bangkok

Deadline for application: 14 February 2025 at 4pm (local Thai time)

The Royal Danish Embassy in Bangkok is looking for a full time Visa Officer to join the embassy's visa team. **Please note, this post is only open for Danish or EU citizens and on local employment conditions.**

The Embassy in Bangkok is a regional visa hub, handling visa applications from Thailand, India, Vietnam, Cambodia, Laos, Australia, New Zealand, and Fiji.

Job description

As a Visa Officer, you will be part of a larger multicultural team, which currently includes 25 colleagues. Your work will primarily consist of handling visa applications from citizens of the countries the visa hub covers. The demand for Schengen visas is vastly increasing, and as a Visa Officer, your work is vital in ensuring a fast and compliant processing of the applications.

After thorough onboarding by experienced colleagues, you will be familiar with complex Schengen legislation and be able to handle applications in an efficient and competent manner. Your attention to details will be an important tool to display the best of Denmark.

Main tasks and responsibilities

- Case processing of Schengen visa applications
- Examination and registering of applications, including residence permit applications, in the relevant IT systems
- Interviewing of applicants
- Handling enquiries regarding visa, residence and work permits
- Ensuring compliance with the Schengen visa rules
- Contact to the Danish Immigration Service and other relevant stakeholders/authorities
- Decision-making responsibilities. You will be responsible for making the final decision on visa applications

About you

- Must be Danish or EU citizen
- Relevant higher education and/or relevant work experience
- Fluency in written and spoken English is a necessity. Knowledge of Nordic languages and/or Thai, Vietnamese, or an Indian language will be seen as an advantage
- Experience from living abroad is an advantage, but not a requirement
- Knowledge of working across cultures is an advantage, but not a requirement
- Ability to handle stressful situations in a competent manner
- Emphasis on thoroughness and good judgement and capability to handle the applicants in a service-minded manner
- Strong IT skill/Knowledge of MS Office



We offer

- A permanent position in an international and dynamic environment, where we value openness, independence and have a minimum of hierarchy
- Favourable employment conditions, healthcare coverage according to staff rules, pension scheme according to the corporate rules of the Danish Ministry of Foreign Affairs
- Standard working hours of 37 hours per week including lunch
- 23 holidays per year as well as public holiday's equivalent to the number of Danish holidays any given year
- The opportunity to develop your competences on visa matters in an international setting
- Being part of a team with helpful and positive colleagues in a busy and large embassy

Application and recruitment process

To apply for the position, please send your application to bkkambhr@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
- Please make sure to merge all the above documents into one PDF file.

Please mark your application: "Application: Visa Officer" in the subject line. Deadline is Wednesday 14 February 2025 at 4pm (local Thai time). 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://thailand.um.dk/da/om-os/Kontakt/send-digital-post/>) or as a regular letter.

Selected candidates will be invited for an interview soon after deadline. Final candidates will have to pass security clearance by the Danish authorities. Expected starting date is flexible depending on availability and security clearance.

The Embassy emphasises equal opportunities for everyone and welcomes applications from qualified persons regardless of race, gender, religion, sexuality or disability.

Questions

For any questions regarding the position, please contact Consul – Head of Visa Section Dennis Blicher at bkkvisa@um.dk.

About us

The Royal Danish Embassy in Bangkok is part of the Danish Foreign Service. You can read more about the Danish Embassy in Bangkok at <https://thailand.um.dk/>.