

## **Vacancy: EU/EEA citizen for the visa- and consular section at Embassy of Denmark, Islamabad**

<b>Position:</b>	Consular Officer
<b>Type of employment:</b>	Full time on a consultancy contract
<b>Starting date:</b>	As soon as possible
<b>Location:</b>	Royal Embassy of Denmark, House 16, Street 21, F-6/2, Islamabad
<b>Deadline for application:</b>	Open till a suitable candidate is found.

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The Embassy of Denmark is looking for a dynamic full-time staff member to join the Embassy-team. You will be working independently, but also as part of a team.

You have a positive personality, are results-oriented and appreciate a highly energetic work environment where we continuously strive to support each other, work smarter and have fun.

### **Main tasks and responsibilities:**

- Processing of visa applications, residence/work permits and re-entry permits
- Scrutinizing applications, documentation, checking information
- Contact to various Danish and Pakistani authorities
- Handling of Danish passport applications
- Assist the Consul in various visa- and consular related inquiries from public authorities etc.
- Responsible for visa and consular cases in absence of the Consul
- Attending Schengen and Consular meetings in absence of Consul
- Other tasks may be delegated

### **Qualifications:**

- Relevant educational background
- 2 or more years of work experience, preferably with visa administration
- Excellent in English both oral and written. Knowledge of one of the Scandinavian languages would be a strong advantage, but is not a demand
- Good interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues
- Strong sense of accuracy and attention to detail
- A structured mind-set and good planning and coordination skills
- A high sense of responsibility
- IT proficiency

Furthermore, you are expected to demonstrate the flexibility required for an optimal handling of the entire portfolio of the Embassy and be ready to undertake assignments outside your own portfolio, if needed. Only EU/EEA citizens are eligible for the position.

### **Employment conditions**

- You will be offered full-time employment on a consultancy contract
- Three (03) months' probation
- Your standard working hours will be 37 hours per week, but flexibility and work outside office hours and during weekends can be required
- Your salary will reflect your qualifications, relevant experience and proven work-related results

### **Application and recruitment process**

To apply for the position, please send your application (motivation letter, CV, proof of relevant education, recommendation and references) in English to [isbamb@um.dk](mailto:isbamb@um.dk) marked "Consular Officer CW2 – your name".

The Embassy of Denmark is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. By submitting your application, you consent to the processing of your personal information in line with the [Personal Data Policy of the Ministry of Foreign Affairs](#).

Selected candidates will be notified of interview date.

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.

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

### **Information about Embassy of Denmark**

For more information about the Embassy of Denmark in Islamabad, please refer to our webpage: <https://pakistan.um.dk/>