



## Visa Officer at the Royal Danish Embassy in Nairobi, Kenya

<b>Position</b>	:	Visa Officer ( <b>requirement: Schengen Citizens only</b> )
<b>Type of contract</b>	:	Full time, 37 hours per week
<b>Starting date</b>	:	As soon as possible
<b>Location</b>	:	13 Runda Drive, Runda, Nairobi
<b>Deadline for application</b>	:	25th September 2022, 16:00 Local Time

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### About us

The Royal Danish Embassy in Nairobi is part of the Danish Foreign Service. The Embassy covers Kenya, Eritrea, Malawi, Seychelles and Somalia.

The Royal Danish Embassy in Nairobi is looking for a dynamic and mobile full time Visa Officer to support the Danish visa case handling at the Regional visa hub at the Embassy. The new colleague should be able to travel internationally up to 4-5 months per year in periods spanning from 1-10 weeks.

This is a possibility to work with experienced colleagues in a fast-paced and multicultural environment.

The Embassy emphasises equal opportunities for everyone and welcomes applications from qualified persons regardless of race, gender, religion, sexuality or disability. You can read more about the Danish Embassy in Nairobi at <http://Kenya.um.dk>.

### Job description

At the Regional Visa Hub in Nairobi you will be part of a team with currently 70 colleagues.

### Main responsibilities:

- As authorized visa officer, you will travel to other Danish diplomatic missions to provide short-term support during their respective peak-seasons or when short-term support is needed for other reasons
- Daily case processing of applications for visas, residence/work permits and re-entry permits
  - Thorough and correct data entry
  - Interview with the applicants
  - Show great thoroughness and responsibility in your work
  - Ensuring compliance with the Schengen visa rules
  - You will be responsible for making the final decision regarding visa cases
- Participate in relevant seminars and courses in Copenhagen, video conferences and regional meetings



In your daily functions at the Regional Visa hub, you will refer to the team leader of the Visa and Consular Team. Your global functions will be coordinated with the Department for Visas and Passports in the Danish Ministry of Foreign Affairs.

### About you

- Applicant has to be a **citizen of a Schengen country**
- Experience with public administration
- Fluency in written and spoken English is a necessity. Knowledge of Nordic languages and French will be an advantage
- Sound judgement abilities
- Knowledge of visa processing and the Schengen rules is an advantage
- Knowledge of working across cultures is an advantage
- Robustness and ability to handle stressful situations in a competent manner
- Emphasis on thoroughness and good judgement and be able to handle the applicants in a service-minded manner
- Interest in and availability to travel up to 4-5 months/year, occasionally on short notice
- The ability to adapt quickly to shifting workplaces and colleagues, including strong cross cultural understanding and good social skills
- Strong IT skills as all processing is done electronically.

### We offer

- A 2 year position in an international and dynamic environment, where we value delegation of tasks and responsibilities, 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
- 25 leave days per year as well as public holidays
- The opportunity to further develop your competence on visa matters in an international setting
- Being part of a team with helpful and positive colleagues in a busy and large Embassy

The Visa Officer will be employed according to regulations for local staff at the Danish Embassy in Nairobi. Employment is subject to successful security clearance obtained from the relevant Danish authorities.

### Application and recruitment process

To apply for the position, please send your application to [nboamb@um.dk](mailto:nboamb@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
- Documentation for Schengen citizenship



- CV in English
- Documentation for relevant education and recommendations
- The selected candidates will be asked to present 2-3 references with contact information

Please mark your application: "Application: Visa Officer". **Deadline is 25th September 2022, 16:00 (local time/Nairobi)**. Applications received after the deadline will not be taken into consideration.

Selected candidates will be invited for an interview expected to take place no later than 07 October 2022. Final candidates will have to pass security clearance by the Danish authorities and present a "No criminal record".