

DYNAMIC AND MOBILE VISA COLLEAGUE WANTED AT THE DANISH EMBASSY IN BANGKOK FOR DANISH VISA CASE HANDLING

We are looking for a dynamic and mobile new colleague to support Danish visa case handling. You will be based at the Danish Embassy in Bangkok and will be expected to travel internationally up to 4-5 months/year in periods spanning from 1-4 weeks.

JOB DESCRIPTION:

Danish diplomatic missions handled approximately 150,000 visa applications globally last year and the number is increasing. You will support this work. Your specific tasks will be:

- As authorized visa officer short-term support travels to Danish diplomatic missions during their respective peak-seasons or when short-term support is needed for other reasons
- Daily case handling of applications for visas, residence/work permits and re-entry permits and other tasks for the Danish Embassy in Bangkok
- Participate in seminars and courses in Copenhagen, video conferences and regional meetings
- Other related desk tasks

In your daily functions at the Embassy Visa Section you will refer to the team leader of the visa section. Your regional/global functions will be coordinated with the Department for Visas and Passports in the Danish Ministry of Foreign Affairs.

PROFESSIONAL AND SOCIAL SKILLS

You have:

- A high sense of responsibility and thoroughness
- High integrity and ability to handle stressful situations
- Language skills in Danish or another Scandinavian language and English
- Experience from relevant administrative tasks
- 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

Experience with the Schengen visa cooperation will be considered an asset. Prior knowledge of Danish/Scandinavian management tradition, and Thai language skills are an advantage but not a requirement.

SALARY AND EMPLOYMENT CONDITIONS

You will be employed for a period of two years. There may be the possibility of a contract extension. You will be employed on a local contract in accordance with the employment conditions of the Danish Embassy in Bangkok. Your salary will reflect your experience and level of qualifications.

We would like you to join as soon as possible.

If you have questions, please feel free to contact the Danish Embassy in Bangkok on phone +66(0) 2 343 1100, or by email bkkamb@um.dk att: Peter Dalberg or Head of Section, Consular Department, MFA in Copenhagen, Maja Åkerlund Petersen phone +45 33921406 or by email majpet@um.dk.

Please send a focused and motivated application, which should also include information of education, past work experience, qualifications, language skills, references, etc.

Please mark the mail "Mobile Visa Colleague" and send it to bkkamb@um.dk

DEADLINE: 9 July 2018.

GENERAL DATA PROTECTION REGULATION

According to Article 13 of the EU general data protection regulation 2016/679, the Ministry must provide you with information regarding the Ministry's handling of personal data when we collect personal data from you.

We process your data for recruitment purposes only. We would like to keep your data until the specific position has been filled. We cannot estimate the exact time frame, but we will consider this period over when a candidate accepts our job offer for the position. When that period is over, we will delete your data. You can read more about how we process your personal data here: [The Ministry of Foreign Affairs of Denmark Privacy Notice](#).

ABOUT THE DANISH EMBASSY IN BANGKOK

The Danish Embassy in Bangkok has around 40 staff members, including five posted employees from the Ministry of Foreign Affairs in Denmark. Most of the Embassy's employees are from Thailand. Annually, the Embassy handles around 14,000 applications for visas, residence/work permits and re-entry permits.