



## Visa Officer at the Danish Embassy in Bangkok, Thailand

<b>Position:</b>	VISA officer - Open to non-Schengen citizens
<b>Type of contract:</b>	Full time, 37 hours per week
<b>Starting date:</b>	As soon as possible
<b>Location:</b>	Royal Danish Embassy Bangkok, 10 Sathorn Soi 1, 10120 Bangkok
<b>Deadline for application:</b>	Wednesday 15 April 2026

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The Royal Danish Embassy in Bangkok is looking for a full time Visa Officer to join the Embassy's visa team. This is a possibility to work with experienced colleagues in a fast-paced and multicultural environment. The Embassy in Bangkok is regional visa hub, processing visa applications from Thailand, Vietnam, Cambodia, Laos, Australia, New Zealand and parts of Oceania.

### Job description

You will be part of a larger team with currently 27 colleagues.

### Main responsibilities

- Case processing of visa applications as well as residence permit applications
- Key control functions in the process of issuing visas
- Thorough and correct data entry
- Interview of applicants
- Ensuring compliance with the Schengen visa rules

### About you

- A bachelor's degree or similar administrative qualifications and/or relevant working experience
- Experience with public administration and knowledge of administrative law is an advantage
- Excellent communication skills in English, both written and oral. Written and oral communication skills in Thai is an advantage
- Sound judgement abilities
- Knowledge of Asia and Thailand
- Robustness and ability to handle stressful situations in a competent manner
- Emphasis on thoroughness, good judgement and the ability to handle applicants in a service-minded manner
- Strong IT skills in MS Office programs

### We offer

- A permanent 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



- 23 holidays per year as well as public holiday's equivalent to the number of Danish holidays any given year
- The opportunity to further develop your competences on visa matters in an international setting
- Being part of a team with helpful and positive colleagues

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

### **Application and recruitment process**

Interested applicants are encouraged to apply for the position by sending an application and CV in English, no later than **15 April 2026**. You can send your application by post, email [bkkambhr@um.dk](mailto:bkkambhr@um.dk) or hand it in at:

Embassy of Denmark  
10, Sathorn soi 1 (Soi Attakarn Prasit)  
South Sathorn Road, Bangkok 10120

Please mark the envelope or subject line: "*Application: VISA Officer (CW1)*".

Your application should contain 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

The application could also include recommendations from previous employers or professors.

Selected candidates will be invited for an interview and asked to present 2-3 references with contact information.

Selected candidates will have to pass security clearance by the Danish authorities and present a "No criminal record". Expected start date is as soon as possible, depending on availability and security clearance.

### **Questions**

For any questions regarding the position, please contact Consul, Head of Visa Section Dennis Blicher at [bkkvisa@um.dk](mailto:bkkvisa@um.dk).

### **About us**

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

The Royal Danish Embassy in Bangkok is part of the Danish Foreign Service. You can read more about the Danish Embassy in Bangkok at [www.thailand.um.dk](http://www.thailand.um.dk).