Position as Consular Officer at the Royal Danish Embassy, Bangkok

Position: Consular Officer

Type of contract: Full time, 39 hours per week.

Starting date: As soon as possible

Location: The Royal Danish Embassy in Bangkok, Thailand, 10 Sathorn Soi 1, 10120 Bangkok, Thailand

Application deadline: 28th of May 2020

The Danish Embassy is seeking to recruit a positive, dynamic, multi-skilled person with strong customer service focus, good communication skills and attention to detail. Candidates must demonstrate a high level of integrity, self-motivation and initiative.

If you enjoy helping people and want to ensure that Danish citizens have a positive experience in their interaction with the Danish Foreign Service, you now have the chance to become part of our high performing team at the Danish Embassy in Bangkok, Thailand.

In the position, you will be at the frontline in the consular department, and you will face many challenging tasks and a wide range of different customers. You will become part of a team where your ability to keep your composure under pressure is a necessity, as well as your willingness to assume routine tasks.

Examples of job functions are:

- Assist and guide citizens with consular matters by telephone, e-mail or in person.
- Assist Danes in distress in Thailand and Cambodia.
- Process passport applications.
- Issue consular certificates/letters.
- Perform consular legalization of Thai and Cambodian documents.
- Verify case information and documents.
- Answer written and verbal inquiries.

Qualifications and requirements:

- Fluency in English; oral and written. Fluency in Danish is an advantage.
- Good knowledge about the legal framework for Danish civil servants and their duties, especially the Public Administration Act.
- Relevant educational level or experience.
- A high sense of integrity and responsibility.
- Great interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.
We offer:

- A position in an international, dynamic environment.
- Favourable employment conditions, including healthcare coverage (also for your dependant family members).
- Your standard working hours will be 39 hours per week + 20 hours per quarter overtime obligation.
- You will be entitled to 23 holiday per work year as well 10 public holidays.
- Knowledge about instructions and procedures of the Danish Ministry of Foreign Affairs regarding consular matters.
- Proficiency in the electronic systems used by the Danish Foreign Service.
- Being part of a team with helpful and positive colleagues in a busy and large Embassy.

The job requires a bachelor’s degree or similar administrative qualifications and/or relevant working experience. The Consular Officers will be employed according to regulations for local staff at the Royal Danish Embassy in Bangkok. The appointment is subject to a successful security clearance obtained from the relevant Danish authority.

Application and recruitment process:

To apply for the position, please send your application: Cover letter and CV in English, titled “Application Consular Officer and your name” no later than the 28th of May.

Due to the personal data regulations (GDPR), applicants are requested to send the application via e-Boks or regular letter. You can read how to in the following link: [http://thailand.um.dk/da/om-os/Kontakt/send-digital-post/](http://thailand.um.dk/da/om-os/Kontakt/send-digital-post/). Applicants residing abroad or exempt from ‘Digital post’, can send their application by letter to:

The Royal Danish Embassy, Thailand 10, Sathorn Soi 1, South Sathorn Road, Bangkok 10120 Thailand. Att: “Application Consular Officer”

Or you can at your own risk send your application to bkkamb@um.dk marked "Application Consular Officer" in the subject field. Please note that unlike e-Boks this connection is not secure.

The Danish Embassy emphasizes 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 Bangkok at [http://thailand.um.dk](http://thailand.um.dk)

Questions:

For more information about the position, please contact Consul Peter Dalberg on e-mail: bkkamb@um.dk, Att: Peter Dalberg.

We look forward to hearing from you.