



## AMBASSADE ROYALE DU DANEMARK

### **The Danish Embassy in Rabat is looking for a Consular and Visa Officer**

**Position:** Consular and Visa Officer  
**Type:** Full-time on local contract  
**Starting date:** May/June 2022 (depending on security clearance)  
**Location:** Danish Embassy in Rabat  
**Deadline for application:** 7 January 2022 COB

The Royal Danish Embassy is looking for a motivated and skilled Consular and Visa Officer for our team at the Embassy.

#### **Main tasks and responsibilities as Consular and Visa Officer:**

- Consular assistance to Danish citizens (in cases of detention, accidents, death, etc).
- Administrative assistance to Danish Citizens (Passports, marriage, divorce, legalizations, driver's licence, etc.).
- Schengen visa applications – administration and processing in cooperation with a Regional Visa Hub in Dubai and a Visa Application Center in Rabat.
- Residence and work permit applications – administration and processing incl. interviewing applicants.
- Assist Danish Honorary Consulates in consular and administrative tasks.

#### **Required qualifications**

- A university degree or corresponding/relevant qualifications.
- Minimum 3 years of experience with consular assistance to foreign nationals in Morocco as well as visa administration.
- Fluency in French and Arabic as well as strong English skills are required. Danish skills is an asset.
- Strong sense of accuracy and attention to detail.
- Well organized, responsible, flexible and loyal.
- Ability to work independently and to handle stressful situations.
- Interpersonal skills and team player abilities as well as interest in and willingness to share knowledge with – and learn from – colleagues.

#### **Employment conditions**

- You will be offered full-time employment on a local contract in accordance with labour market rules in Morocco.
- Your standard working hours will be 40 hours per week (flexibility expected).
- You will be entitled to 25 days of paid holiday per year.
- Your salary will reflect your qualifications, relevant experience and proven work-related results.



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### **Application and recruitment process**

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and 1-2 references) in English to the Embassy (mail: [rbaamb@um.dk](mailto:rbaamb@um.dk)) marked "Consular and Visa Officer" no later than 7 January 2022.

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

### **Questions**

For any questions regarding the position, please contact ([rbaamb@um.dk](mailto:rbaamb@um.dk)).

### **About us**

The Danish Embassy in Rabat is an ambitious, high-paced and dynamic workplace with approximately 13 employees. The Embassy covers Morocco and Mauritania and is responsible for three honorary consulates in Morocco and one in Mauritania. The Embassy is working closely together with a Regional Visa Hub in Dubai, UAE.

For more information about the Embassy, please visit [www.marokko.um.dk](http://www.marokko.um.dk).