

The Consulate General of Denmark in New York is looking for a Consular Officer



Position: Visa & Consular Affairs Officer
Type of employment: Full time employment
Starting date: As soon as possible
Location: Consulate General of Denmark New York
Deadline for application: June 29, 2018

The Consulate General is seeking to recruit a dynamic, positive, energetic, detail-oriented and open-minded visa and consular officer for the position.

You will be working in a team currently consisting of 7 employees in New York, and in close coordination with the Honorary Consul in the US. The main tasks of the Consular team are to assist Danes living or travelling in the US, and to process applications for visa and/or residence permit for third country citizens residing in the US and travelling to Denmark. In 2017, the Consulate issued more than 5000 visas and residence permits.

As a Consular Officer of the team, we expect you to:

- Share responsibility to achieve the strategic goals of the team
- Coordinate with the team leader issues relating to consular and visa handling as well as matters concerning the functioning of the team

As our new colleague, you should also participate in the team's daily tasks and will therefore be working within the following topics and areas:

- Consular assistance to Danish citizens
- Danish passport application process
- Visa administration and processing/decision-making
- Residence and work permits
- Crisis management
- Correspondence applicants – phone/email

Required qualifications

- Good motivation skills
- Good language skills: fluent in English, Danish or any other Nordic language
- Good social skills
- Team player
- Relevant work experience (knowledge of and/or interacting with US authorities is an advantage, but not a requirement)
- Detail oriented and constant awareness of the visa and consular work as an important tool to show the best of Denmark at any given time.
- Experience from working in a cross-cultural environment
- A high integrity and ability to handle stressful situations

Salary and employment conditions

Your employment will be on a local contract in accordance with the Consulate General's employment conditions. Your salary will reflect your experience and level of qualifications. We would prefer the right candidate to start as soon as possible.

Application and recruitment process

To apply for the position, please send your motivated application (cover letter, CV, proof of relevant education, recommendations and 2-3 references) in English to nycgkl@um.dk. Please mark the application "Consular Officer" and send it no later than **June 29, 2018 at noon**.

Questions

For any questions regarding the position, please contact Charlotte Bording Pedersen, Head of the Consular Section or Emma Lotz, Deputy Head of the Consular Section, by e-mail:

newyorkvisa@um.dk