



EMBASSY OF DENMARK
Jakarta

VACANCY
VISA AND CONSULAR OFFICER
EMBASSY OF DENMARK IN JAKARTA

Position:	Visa and Consular Officer
Type of employment:	Full time, 37 hours' week, employment on a two-year local contract with possibility of extension.
Starting date:	As soon as possible
Salary range:	Basic gross annual salary IDR 180,000,000 (with possibility of additional monthly allowances for special qualifications and functions)
Location:	Danish Embassy in Jakarta, Menara Rajawali, 25th Floor, Jl. DR Ide Anak Agung Gde Agung, Kawasan Mega Kuningan, Jakarta 12950
Deadline for application:	26 July 2024

The Danish Embassy is looking for a new Visa and Consular colleague. We seek to recruit a positive, dynamic, multi-skilled person with strong customer service, good communication skills and attention to detail. Candidates must demonstrate a high level of integrity, self-motivation and initiative.

You will be working in a team of three employees. The main tasks of the Visa/ Consular team are handling of visa applications to the Schengen states, Greenland, Faroe Islands as well as providing consular services to Danish and other qualifying nationals. The position is full-time and may be applied for by candidates with good knowledge of the English language.

Main tasks and responsibilities

- Receive and check applications inclusive of attached documentation
- Process and register applications electronically
- Handle interview and communication between applicants, the Denmark Visa Application Centre (VFS Global), Danish Immigration Service, Danish and other foreign companies
- Answer general inquiries regarding visas and residence/work permits
- Participate in the day-to-day running of the Section
- Handle applications for Danish passports, take biometrics and update passport registry
- Consular assistance to Danes and other qualifying nationals
- Attestation of documents
- Participate in any other general or specific tasks according to need

Qualifications

- Relevant higher education
- Previous working experience within visa and consular matters
- Excellent command of the English language, both orally and written, as well as locally spoken Indonesian language
- Integrity, sound judgement and focus on detail
- Team player with a good sense of humour
- Well organized, responsible and flexible
- Ability to multitask and work under pressure
- Excellent IT knowledge



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We offer

- An exciting, inter-cultural and dynamic work environment
- Great opportunities for further development of your professional and personal competences

Employment conditions

- You will be offered a full time, two-year employment on a local contract based on the relevant legally binding labour market rules of Indonesia and embassy staff rules
- Your salary will reflect your qualifications, relevant experience and proved work-related results
- Your standard working hours are 37 hours per week
- You will be entitled to 20 days paid holiday per year

We would like you to start at as soon as possible (subject to Danish security clearance).

Application and recruitment process:

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations a “No criminal record” and 2-3 references) in English to the Embassy of Denmark E-mail: jktambvacancy@um.dk - marked in subject line “Application – Visa and Consular Officer” no later than Friday 26 July 2024.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews. Only short-listed candidates will be contacted. For more information or questions, please contact the Consular Team: jktambconsular@um.dk

The Embassy is obliged to follow EU-rules of handling personal information (GDPR) when we receive and process job applications. Our processing of personal information will rely on your consent (art. 6, no. 1 litra a). Please read the privacy policy of the Danish Ministry of Foreign Affairs before applying (<https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy/>). By sending your application, you actively consent to our processing of your personal information. In the above-mentioned policy you can read more about your rights (among others your right to withdraw your consent), how we process your data and how to complain about our processing of your personal data.

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Indonesia and accredited countries: Malaysia, Timor-Leste, Papua New Guinea & ASEAN. The Embassy is an ambitious, high-paced and dynamic workplace with a mixture of staff posted from the Danish Ministry of Foreign Affairs and locally recruited staff.

For more information about the Embassy, see our web page <https://indonesien.um.dk/en>