



Visa Officer (m/f) vacancy at the Embassy of Ireland in Berlin

1 year temporary fixed term contract

Deadline for receipt of applications: 17:00 Wednesday, 25 April 2018

Position

This is a demanding role in a busy working environment. The successful candidate will be a highly motivated, detail-oriented individual, who will work under the supervision of the diplomatic team. S/he will work primarily in the consular section, which is responsible for the provision of services and assistance to Irish citizens and visa applicants, as well as emergency planning and response. The successful candidate will process visa applications; provide general information on visa matters; respond to public queries; maintain visa records; suggest improvements to the embassy's visa resources and processes; manage visa files; provide support to the wider consular team and, where necessary, to other sections of the embassy.

The position will involve on-the-job learning and the successful candidate will ideally have:

- A vocational or university qualification such as languages, translation/interpreting or administration;
- Experience in a customer service role;
- Excellent written and oral communication skills in German and English with at least C1 level proficiency in both languages (ideally a native German speaker with at least C1 level English);
- A high level of administrative skills, including proficiency in Microsoft Outlook, Word and Excel;
- Good interpersonal, customer service and problem-solving skills;
- The ability to work well under pressure, pay attention to detail, and follow-up tasks;
- The ability to work independently and as part of a team;
- A flexible attitude and the ability to make a positive contribution to the overall team spirit;
- A high level of discretion, commitment and reliability.

Interviews

Candidates will be short-listed for interview. Only short-listed candidates will be contacted prior to interview. Shortlisted candidates must be available for interview at the embassy between 7 and 11 May 2018. Interviewed candidates will be asked about their professional experience, qualifications, suitability for the position and interest in working at the embassy. The selection process will include an oral and written language assessment. The embassy does not refund travel expenses.

How to apply

Applications must be submitted in English by email only to the following email address: **ambofficeberlin[at]dfa[dot]ie** The email should contain the subject line **Visa Officer** and must be no larger than 15MB. Certificates and degrees in German or English do not need to be translated. The application must contain:

- Cover letter (1 page max) addressing your suitability for the position and interest in working with us;
- CV/résumé (2 pages max);
- Two nominated referees with contact details;
- Copies of relevant academic and professional qualifications scanned into one PDF attachment.

Contract details

Starting date: 11 June 2017

Contract duration: 1 year temporary fixed term contract

Working hours: Full time (35 hours) with occasional out of hours attendance.

Out of hours duty service on four occasions in the course of the year compensated by additional leave.

Salary: €2108 per month (gross) plus 13th month

Annual Leave: 24 days annual leave in a calendar year

Please note:

- Deadline for receipt of applications is **17:00 Wednesday, 25 April 2018**;
- Canvassing/lobbying will disqualify;
- The embassy will not confirm receipt of applications;
- Candidates will be shortlisted for interview;
- The embassy will only contact shortlisted candidates before the interviews;
- Interviews will take place at the embassy between 7 and 11 May 2018;
- Candidates called to interview will have oral and written language assessments to determine that their spoken and written German and English are C1 level or above;
- The successful candidate must have an unlimited right to reside and work in Germany;
- This position carries no entitlement to a permanent position at the embassy or an established position within the Irish civil service;
- By submitting information electronically, applicants accept that data may not be fully secure. Parties may alternatively send their submissions by post to: Botschaft von Irland, Jägerstraße 51, 10117 Berlin.
- Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under Ireland's Data Protection Acts; more information on our commitment to data protection can be found at the following link: <https://www.dfa.ie/about-us/compliance/compliance-and-customer-services/>