



Ambasáid na hÉireann | An tSile  
Embassy of Ireland | Chile  
Embajada de Irlanda | Chile

## **Visa Officer**

### ***Embassy of Ireland in Santiago, Chile***

The Embassy of Ireland in Santiago, Chile opened in March 2019 to promote and protect the values, interest and economic well-being of Ireland and its people in Chile, Peru and Ecuador. We do this through promoting Irish culture and economic interests, working with the local Irish community and fostering the political relationship between Ireland and Chile, Peru & Ecuador.

The Embassy is seeking to recruit a resourceful, proactive and flexible individual with previous experience in a similar environment to fill the position of Visa Officer on a 12-month contract.

#### **Visa Officer – Conditions of employment:**

- This is a full-time position.
- Monday to Friday, 40 hours per week, with standard office hours from 9.00am to 5.00pm.
- The gross salary for this role is 1,355,239 CLP per month (16,262,873 CLP per annum). Salaries are paid direct to a bank account; therefore, the successful candidate must have a bank account.
- Annual Leave entitlement: 20 days per annum, plus public holidays.

#### **Visa Officer – Roles and Responsibilities:**

This role will involve, amongst other functions:

- Assisting with the processing of visa applications from Chile, Ecuador and Peru and working holiday applications from Chile under the supervision of the Deputy Head of Mission;
- Reviewing visa applications to ensure they are complete and sufficient documents have been provided.
- Liaising with VFS Peru as the visa application service provider in Lima and liaising with VFS Chile as the Working Holiday application service provide in Santiago.
- Contacting applicants seeking additional information and/or documents when required.
- Responding to applicant queries about visas and working holiday applications by email and over the phone.
- Scanning and submitting of completed applications for final decision.
- Filing of completed applications.
- Assisting with dispatch of documents by courier to applicants.
- Providing cover for other passport, consular and administrative work as required by the Deputy Head of Mission

**Essential Requirements - candidates must be able to demonstrate:**

- Previous relevant experience
- Bilingual: Spanish and English, candidates should be fluent in both languages.
- Strong organisational skills.
- Excellent interpersonal skills
- Flexible and adaptable
- Can work on own initiative with attention to detail.
- Computer literacy and information management skills;
- Flexibility and adaptability;
- **The successful candidate must have a legal entitlement to live and work in Chile prior to recruitment.**

The successful applicant will work alongside other local employees of the Embassy and will report directly to the diplomatic staff in the Embassy. Previous experience in a diplomatic mission is desirable, but not essential.

**How to apply**

Applicants must submit their current Curriculum Vitae (two pages maximum), include a cover letter explaining why they are interested in the Visa Officer position and provide the contact details for two nominated referees.

Please submit your application by email to [Santiagojobs@dfa.ie](mailto:Santiagojobs@dfa.ie) with the subject line *Visa Officer position*, **before close of business on Friday 15<sup>th</sup> July 2022.**

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for interview may be undertaken based on the Essential Requirements above.
- It is envisaged that interviews for selected candidates will take place in early July.

**General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

**Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

***Please note that canvassing will disqualify applicants.***

***The Embassy of Ireland in Santiago is committed to a policy of Equal Opportunity.***