



## **Clerk Secretary/Visa Assistant Embassy of Ireland, New Delhi**

Ireland is currently expanding the Visa Office in the Embassy of Ireland, New Delhi. An opportunity for three clerk secretaries to work at the visa office, located in the Embassy of Ireland, Chanakyapuri, New Delhi is now being advertised. We are seeking to recruit resourceful and flexible colleagues with a background in visa and immigration verification to join a team of diplomatic and locally recruited staff at a busy diplomatic mission.

**Roles and Responsibilities:** The precise range of duties will vary over time according to the exigencies of the needs of the Visa Office, but will include the following:

- Answering emails and telephone queries.
- Entering visa applications onto the system.
- Packing of passports and documents.
- Listing of packets despatched through VFS.
- Verification of documents.
- Assessment of visa applications.
- Profiling of visa applications.
- Printing of visas.
- Handling of post.
- Administration including assisting the visa officers.

**Tenure:** 24 month contract

**Hours of Attendance:** The position is fulltime, Monday to Friday. 9:30am – 13:00 & 14:00 – 17:30.

**Candidate profile:** To be eligible the following qualifications and competencies are required:

- Fluency in English is essential;
- Previous experience in a similar role and environment;
- Experience in the verification of documents;
- Ability to work to specific deadlines and deal with complex queries;
- Knowledge of visa and immigration matters;
- Excellent communication, written and administrative skills;
- Knowledge of Microsoft Suite incl. Word, Outlook, Excel;
- Experience of problem solving in a work environment;
- Should be self-motivated, proactive, flexible and a team player;
- High level of discretion, commitment, reliability, attention to detail and ability to work on own initiative;
- Legal entitlement to live and work in India;

In additions to the essential criteria above, the following criteria is desirable:

- A knowledge of Hindi and one other regional language.

**How to apply:** Applicants should submit the following:

- I. A letter of application in English (1 page max) addressing your suitability for the position and interest in working with the New Delhi Visa Office;
- II. A CV/resume (2 pages max);
- III. Details of two nominated referees with contact details and if available, copies of professional references and
- IV. Copies of any relevant academic, professional and language qualifications.

Applications should be sent via email to [ndvi@dfa.ie](mailto:ndvi@dfa.ie), or posted to the Embassy of Ireland, C-17 Malcha Marg, Chanakyapuri, New Delhi, 110021 for the attention of the **Head of the Immigration and Visa Section, New Delhi Visa Office** by close of business **Tuesday 5<sup>st</sup> March 2019**: No applications will be accepted after this deadline.

The Embassy of Ireland, New Delhi is an equal opportunities employer. Canvassing will automatically disqualify.

**Data Protection Note:** By submitting information electronically, parties accept that data may not be fully secure. Any personal information submitted to us will only be used for its intended purpose 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 the Data Protection Acts.

### **Security Clearance**

Police vetting 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.