



New Delhi Visa Office, Embassy of Ireland

Visa Office Decision Makers Embassy of Ireland, New Delhi

Ireland is currently expanding the Visa Office in the Embassy of Ireland, New Delhi. An opportunity for six visa office decision makers 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 who have experience in making decisions on visa applications 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:

- Making well informed decisions on visa applications based on the information provided.
- Completing all necessary checks before making decision on visa applications.
- Record all decisions and appropriate communication electronically.
- Liaise with colleagues on immigration matters.
- 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. 9:00am – 13:00 & 14:00 – 17:00.

Salary: INR 58,863 p/m, plus 25% housing allowance

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

- Fluency in English is essential;
- Previous experience in processing visas;
- Previous experience in a similar role and environment;





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- Experience in making well informed decisions or recommendations on visa applications;
- Experience of drawing appropriate conclusions from information when making a decision or recommendation;
- 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 e-mail to 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.**

Applications must be received before close of business on Tuesday 28th January 2020.

No applications will be accepted after this deadline

The successful candidate must have a legal entitlement to live and work in India prior to recruitment.

A shortlisting of candidates will be called for a competency based interview and the successful candidates will be appointed March 2020. Please note that only shortlisted candidates will be contacted.





**An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade**

New Delhi Visa Office, Embassy of Ireland

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 Mission of Ireland is committed to a policy of Equal Opportunity.

