

## Visa Office Manager Embassy of Ireland, New Delhi

The Embassy of Ireland, Chanakyapuri, New Delhi is currently recruiting for a Visa Office Manager to manage local visa office staff with the processing of visa applications. We are seeking to recruit a resourceful and flexible person with a background in management 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:

- Day to day management of local staff;
- Coordination of deliveries and returns to VFS;
- Issuing (printing) of visa stickers when required;
- Answering visa queries on phone, post and by email;
- Overall management of filing for visa office;
- Coordination of deliveries and return to Consulates;
- Liaising with stakeholders regarding applications of interest;
- Dealing with counter applications as required.
- Decision making role in visa processing

**Tenure:** 24 month contract

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

**Salary:** INR 73,185.91 p/m, plus 25% housing allowance

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

- Education to Grade 12 or equivalent Secondary School exam;
- Fluency in English is essential;
- Previous experience in a similar role and environment;
- Previous experience of working in an Embassy;
- 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](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.**

**Applications must be received before 17:00 hrs. (Local time) on Friday 4<sup>th</sup> October 2019.**

No applications will be accepted after this deadline

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

#### **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.***

