



An Roinn Gnóthaí Eachtracha  
Department of Foreign Affairs

## Temporary Visa Officer Embassy of Ireland, Riyadh

**Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.**

The Embassy of Ireland Riyadh is seeking a dynamic individual to join our team for the position of temporary Visa Officer. The Visa team at the embassy provide visa services for applicants from Saudi Arabia and a range of other countries to travel to Ireland, for a range of purposes, including tourism, study, business and employment. This will be a full-time, locally-engaged staff position based at the Embassy of Ireland in Riyadh from the **3 April to the 1 October, 2022.**

The successful applicant will be employed on a temporary contract and will receive on the job training.

### Role

**The main duties will include, but not be limited to:**

- Assist with the processing of visa applications at the Embassy of Ireland in Saudi Arabia under the supervision of the Consul and Visa Officer.
- Reviewing applications to ensure they are complete and sufficient documents have been provided.
- Liaising with VFS as the visa application service provider.
- Contacting applicants seeking additional information and/or documents when required.
- Responding to applicant queries by email and over the phone.
- Scanning and submitting of completed applications for final decision.
- Staffing the Embassy's public counter and receiving couriered applications each day.
- Filing of completed applications.
- Assisting with dispatch of documents by courier to applicants.
- Other duties as required, including the requirement to work overtime occasionally.

**Essential requirements candidates must be able to demonstrate:**

- Third-level University qualification in a relevant discipline;
- Candidates must have previous professional experience in a customer facing role;
- The candidate must demonstrate using work based examples of providing excellent **interpersonal skills**, being persuasive, **working in a team** but also dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong **organizational skills**, attention to detail, able to work under pressure and to manage multiple tasks;
- The candidate should provide examples of being solutions-oriented, and **committed to delivering results**, including by adapting approach if necessary;
- The candidate must be **fully bilingual** in English and **Arabic**; (language test may be included as part of the shortlisting process);
- The candidate must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel);
- The candidate must have a legal right to work in Saudi Arabia.

**Other requirements:**

- Applicants must hold a valid working authorisation for the period of employment.
- Must hold a valid passport and Saudi residency permit (Iqama).
- Must successfully complete training and 3 months' probation.

**How to apply**

Applicants must submit a cover letter and up-to-date CV (of not more than two pages) to [riyadhembassy@dfa.ie](mailto:riyadhembassy@dfa.ie) with 'Irish Embassy Visa officer 2022' in the subject line.

**Applications must be received before 16:00 hrs (local time) on Thursday 10 March 2022.**

No applications will be accepted after this deadline.

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

**Selection Process:**

- Depending on the number of applications received, a short-listing of candidates to be called for a competency interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that competency based interviews will be held in person at the Embassy in Mid-March.
- **The successful candidate must be available to start work at the Embassy on from Sunday the 3 April 2022 onwards.**

**Conditions:**

The salary will be 8,565 SAR per month.

Any offer of employment will be subject to security clearance, a medical check, confirmation of satisfactory employment references and the receipt of a work permit.

**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, Riyadh Saudi Arabia is committed to a policy of Equal Opportunity.***