

13 months maternity cover in the consular department at The Royal Danish Embassy, Bangkok

Position:	Consular Officer
Type of employment:	Full time, 37 hours week, a 13 months local employment contract
Starting date:	25th of April 2018
Location:	The Royal Danish Embassy in Bangkok, 10 Sathorn soi 1, 10120 Bangkok, Thailand.

Deadline for application: 28.02.2018

If you enjoy helping people and want to ensure that Danish citizens in Thailand and Cambodia have a positive experience in their interaction with the Danish Foreign Service, you now have the chance by becoming part of the Consular Department at the Danish Embassy in Bangkok, Thailand.

The position will put you in the frontline of the consular department, and as a key person, you will face many different situations. You will become part of a team where your ability to keep your composure is an absolute necessity, as you will at times be aiding people in crisis. The Embassy is therefore recruiting a flexible and positive Consular Officer, who is socially intelligent and can navigate and adapt to interacting with a wide range of customers and situations.

The job consists of:

- Advising customers on their applications for consular services, by phone, email and in person.
- Providing advice/assistance to Danish citizens in difficulty in Thailand and Cambodia e.g. accident/illness/other emergency.
- Process applications for the issuance/ replacement of passports.
- Guidance and handling of applications for recognition of citizenship.
- Issue consular certificates.
- Perform consular legalization of Thai and Cambodian documents.
- Handling cases of stay permits, re-entry permits, adoptions cases etc.

Qualifications and requirements:

- Fluent in English; oral and written. Fluent in Danish is an advantage.
- Service-minded and considerate with ability to keep composure in a busy, sometimes hectic, work environment.
- Able to work in a structured manner and with an eye for details.
- Good knowledge about Danish public administration – including the state, the regions, the local authorities and other public bodies.
- Good knowledge about the legal framework for Danish civil servants and their duties, especially the Public Administration Act.

- Good knowledge of the MS-Office package.
- Experience from similar kind of work is an advantage, but not a requirement.

We can offer:

- A position in an international, dynamic environment.
- Favourable employment conditions, including healthcare insurance.
- Knowledge about instructions and procedures of the Ministry of Foreign Affairs regarding consular matters.
- Proficiency in the electronic systems used by the Danish Foreign Service.
- Being part of a team with helpful and positive colleagues in a busy and large embassy.
- Training course at the Ministry of Foreign Affairs in subjects as: 1) Citizens in distress and contingency planning 2) Passports and Danish nationality 3) Visa and permit case handling.

Application and recruitment process

To apply for the position, please send your application: cover letter, CV in English to: bkkamb@um.dk, titled "Consular Officer".

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Questions

For more information about the position, please contact Consul Peter Dalberg on phone: +66 (0) 2 343 1112 or via e-mail: bkkamb@um.dk, Att: Peter Dalberg.

We are looking forward to hearing from you.