



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

Visa Officer Embassy of Ireland, Bogotá

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 in Bogotá is currently recruiting for the full-time post of Visa Officer, commencing in November 2022.

Roles and Responsibilities:

The precise range of duties will vary over time according to the needs of the Embassy, but will include the following:

- Assisting with the processing of visa applications at the Embassy of Ireland under the supervision of the Consul.
- Reviewing visa applications to ensure they are complete and sufficient documents have been provided.
- Contacting visa applicants seeking additional information and/or documents when required.
- Responding to visa 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 visa applications.
- Assisting with dispatch of documents by courier to visa applicants.
- Liaising with VFS as a visa application service provider.
- Liaising with Irish Honorary Consulates in countries of accreditation regarding visa applications.
- Keeping accurate digital and physical records of visa applications and decisions.
- Executing other administrative tasks and work as part of the Embassy team, supporting colleagues and providing cover for the consular officer when on leave.
- Other duties as required, including the requirement to attend events and work overtime occasionally.

Essential Requirements candidates must be able to demonstrate:

- Proven advanced English language skills, including excellent writing skills;
- Spanish level, native or DELE C2/SIELE equivalent;

- Experience working in an international organisation, diplomatic mission or other international environment.
- Candidates must have previous professional experience in a customer facing role;
- The candidate must demonstrate, using work-based examples, excellent interpersonal skills, being persuasive, working in a team and dealing effectively with people in external organisations;
- The candidate must provide evidence of flexibility, efficiency and effectiveness showing strong organisational skills, attention to detail, ability 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;
- Understanding of the role of an Embassy in the domestic context;
- Strong IT skills (including in Microsoft Office);
- **All applicants must have a permanent legal right to reside and work in Colombia.**

Desirable Skills and Experience:

- Previous visa processing experience.
- An established network of contacts across the Colombian administration.
- Familiarity with Irish culture and administration.

Terms and conditions of employment:

- The successful candidates will be hired on a fixed-term contractual basis and will be based at the Embassy of Ireland, Bogotá.
- Monday to Friday, 48 hours per week, with standard office hours from 08.30am to 5.30pm
- Annual Leave entitlement is 20 days per annum.
- The gross salary for the position is COP 75,105,680 per annum, paid locally on a monthly basis. The salary is subject to all local taxes. Salaries are paid direct to a bank account, therefore, the successful candidate must have a bank account.

How to apply

Candidates are required to complete and submit the **Employment Application Form in English** to the following email address: **bogotaemexternalmail@dfa.ie** by midnight (Colombian time) on **24th October 2022**

Applications should be sent with the following subject message:

Visa Officer Vacancy

Applications will be shortlisted against the requirements outlined above and on the basis of their length and breadth of experience. Please note that only shortlisted applicants will be subsequently contacted by the Embassy and invited to interview.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a **competency-based** interview may be undertaken based on the Essential/Key Requirements above.
- It is planned that interviews will be held in late October 2022.
- A skills test may be included in the recruitment process;
- A second interview may be included in the recruitment process; and
- A panel may be set up depending on the calibre of candidates;

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, Bogotá is committed to a policy of Equal Opportunity.