



An Roinn Gnóthaí Eachtracha Department of Foreign Affairs

VACANCY - Visa Assistant, Embassy of Ireland, Ankara

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 works to promote Irish interests in Türkiye across a range of areas including the bilateral relationship, human rights and civil society, culture and the economy. We provide a range of key citizens' services including consular assistance, passports, foreign birth registrations and information for those intending to visit Ireland.

The Mission is now looking to recruit a Visa Assistant on a 12-month contract. The successful applicant will be a dynamic individual who is fluent in English and Turkish and who enjoys working as part of a team.

Roles and Responsibilities:

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

- Completing visa handling checks;
- Responding to visa queries from the general public and visa applications by phone letter, e-mail and at the public counter as appropriate;
- Liaising with VFS Global officers which are responsible for accepting visa applications for the Ankara Visa Office;
- General administration duties associated with the Visa Office;
- Filing and Archiving of visa files; and
- Other duties as required from time to time and directed by the Visa Office management.

Essential Requirements candidates must be able to demonstrate:

- Candidates must have a third level qualification in a relevant area;
- Candidates 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 and local authorities;
- Candidates 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;
- Candidates must be fully bilingual in English and Turkish;
- The candidate should provide examples of being solutions-oriented, and committed to delivering results, including by adapting approach if necessary;

- Candidates must demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel); and
- **All applicants must have a permanent legal right to reside and work in Turkey**

Desirable Skills and Experience:

- Previous relevant experience in a visa role

Terms and conditions of employment:

- The successful candidate will be hired on a fixed-term 12 month contractual basis and will be based at the Embassy of Ireland, Ankara;
- The starting salary for the position is €980.80 monthly paid locally on a monthly basis. The Mission will make SGK contributions, however income tax is the responsibility of the successful candidate. Salaries are paid direct to a bank account, therefore the successful candidate must have a bank account.

How to apply

The Job Description for this position is available on our website <https://www.dfa.ie/irish-embassy/Turkey/about-us/jobopportunities/>
Completed application forms should be sent via e-mail only to ankaravacancies@dfa.ie, with the subject line **Visa Assistant**.

Applications must be received before 16:30 (Local time) on Friday 5 August 2022. (No applications will be accepted after this deadline)

Please note that only short listed applicants will be contacted.

Selection Process:

- Depending on the number of applications received, a short-listing of candidates to be called for a competency based interview based on the Essential Requirements above.
- It is planned that competency based interviews will be held immediately following the deadline for applications.
- A skills test may form part of the stages of recruitment;
- A panel may be set up depending on the calibre of candidates; and
- A second round interview might form part of the recruitment stages.

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, Ankara, is an equal opportunities employer, and welcomes applications from people of all communities.