



## Visa Clerk – Visa Section Embassy of Ireland Abu Dhabi

*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.*

### Visa Clerk – Roles and Responsibilities

The Embassy of Ireland Abu Dhabi is seeking a motivated and experienced individual to join our team as a Visa Clerk. This will be a full-time, locally-engaged staff position based at the Embassy of Ireland in Abu Dhabi.

The initial contract is for a six-month period, after which time it will be subject to review. The successful applicant will be responsible for any relocation costs which arise and must have the right to live and work in the United Arab Emirates prior to recruitment.

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

#### **Role**

- Filing and Archiving of visa files;
- 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;
- Liaising with the Irish Honorary Consulates and Embassies who are responsible for accepting visa applications for the Abu Dhabi Visa Office;
- General administration duties associated with the Visa Office.

#### **Required Qualifications requirements and experience**

- Fluent English. Arabic is compulsory;
- Very high degree of integrity and trustworthiness;
- Excellent verbal and written communication skills;
- A self-starter with initiative and proven networking skills;
- Ability to work under minimal supervision and to set priorities and organise workloads to meet deadlines;
- Relevant third level qualification;
- Previous experience in a Visa office would be an advantage;
- Excellent IT skills, including working proficiency in Microsoft Office programmes such as Outlook, Word, PowerPoint and Excel;
- Proven ability to work under pressure;
- Experience of problem solving in a work environment;

- Flexibility and ability to work well individually and part of a team.

**Conditions:**

The starting salary will be AED 9700 per month. A housing allowance may also be payable.

Any offer of employment will be subject to security clearance and confirmation of satisfactory employment references.

**How to apply:**

Applicants must submit a cover letter and up to date CV (**of not more than two pages**) via email to [abudhabivisastaff@dfa.ie](mailto:abudhabivisastaff@dfa.ie) with **Irish Embassy Visa Clerk 2020** in the subject line.

The deadline for applications is COB **30 of January 2020**. **No applications will be accepted after this deadline.**

Suitable, qualified and experienced candidates will be shortlisted and called for interview in due course.

**The successful candidate must have a legal entitlement to live and work in United Arab Emirates prior to recruitment.**

**Data Protection:**

All personal information received will be kept in line with GDPR guidelines.

**Security Vetting/Clearance for Local Staff:**

Police security vetting/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 is committed to a policy of Equal Opportunity.***