



ROYAL DANISH EMBASSY
London

The Royal Danish Embassy in London is recruiting new visa officers

Position:	Visa Officer
Type of employment:	Full time
Starting date:	Expected January-February 2027 or soonest thereafter
Location:	Royal Danish Embassy in London, United Kingdom
Deadline for application:	21 August 2026

The Embassy is recruiting a dynamic, pro-active, detail-oriented visa officer.

You will be working in a team of around 20 dedicated and highly professional colleagues. The main tasks are handling of Schengen visa applications for Denmark, Greenland, and the Faroe Islands. The work involves handling and prioritizing many different visa cases on a daily basis, keeping up to date with key legislation and cooperation with colleagues at the mission, the Danish Ministry of Foreign Affairs and the Danish Immigration Service.

RESPONSIBILITIES

- Examination of Schengen visa applications and related documentation, and interviews of applicants.
- Registering of applications in the relevant IT systems.
- Case processing in compliance with the Schengen Visa Code and Danish national legislation.
- Written correspondence with applicants and other members of the public in English.
- Answering phone calls and providing high service and guidance regarding visa issues.
- Contact with the Danish Immigration Service and other relevant stakeholders/authorities.

QUALIFICATIONS

- The working language of the Embassy is English and fluency in written and spoken English is essential. Proficiency in other languages (e.g. French, Russian, Arabic, Chinese, Turkish, Hindi) is an advantage, but not a requirement.
- The job requires administrative qualifications and/or relevant working experience preferably in a customer service or administrative role.
- A personal ambition to deliver great service for applicants and clients.
- Ability to work and cooperate in an inter-cultural environment.
- Strong IT skills and well-developed skills in working virtually.
- A strong sense of responsibility, thoroughness and compliance.
- High integrity and the ability to handle stressful situations and peak seasons with a high volume of applications to be handled daily.
- Clean criminal record is a pre-requisite.

WE OFFER

- An exciting, inter-cultural and dynamic work environment with great colleagues.
- Working with interesting and stimulating tasks under the supervision of the team leader and a Consul.



ROYAL DANISH EMBASSY
London

- Great opportunities for further development of your professional and personal competences and interact with the whole embassy team.

EXPECTED START

As soon as possible following the recruitment process, expected January-February 2027, or shortly thereafter.

EMPLOYMENT CONDITIONS

This is a full-time position with a 37-hour working week.

The employment will be in accordance with the salary scale for locally employed staff at the embassy. Monthly salary: 2,843 GBP for employees subject to UK income tax or 2,454 GBP for tax-exempt employees. This is subject to NIC deduction. An additional allowance may be added based on qualifications and experience.

Please note that employment with the Embassy requires security clearance by the Danish Security and Intelligence Service.

APPLICATION AND RECRUITMENT PROCESS

To apply, please send your CV, a one-page motivation letter (in English), and relevant references latest 21 August 2026. The application should be sent by email to lonambapplications@um.dk with the following text in the subject line: Application – Visa officer– YOUR NAME.

The recruitment process, including security clearance, is expected to take at least 3-6 months. Shortlisted candidates will be invited for an interview at the Embassy in London (virtual interviews may also be arranged). No offer of employment will be made until a candidate has passed security clearance. Any offer of employment will be conditional on and subject to certain conditions being met, including (but not limited to) the candidate providing evidence of right to work in the UK and providing references which are satisfactory to the Embassy.

ABOUT US

In the Danish Foreign Service, we actively promote equality and diversity. Therefore, all qualified and interested candidates irrespective of age, gender, disability, race, religion or belief and sexual orientation are encouraged to apply for the position.

CONTACT

Further information on the position can be obtained by writing to lonambapplications@um.dk, for the attention of Mr Karsten O. Christensen. Please write "Re. Visa Position UK hub" in the subject line.

Meet us here:

Website: [Denmark in The United Kingdom](#)

LinkedIn: [Denmark in the UK: Overview | LinkedIn](#)