ROYAL DANISH EMBASSY
London

The Royal Danish Embassy in London is recruiting several dynamic French speaking visa officers

Position: Visa Officer

Type of employment: Full time

Starting date: Spring 2027

Location: Royal Danish Embassy in London, United Kingdom

Deadline for application: 26 November 2026

The Embassy is recruiting dynamic, pro-active, detail-oriented visa officers with a solid command of French for a new hub for visa applications received from French speaking countries.

You will be part of a visa team in the hub for French visa applications with dedicated and professional colleagues. The main tasks are handling of Schengen visa applications for Denmark, Greenland, Faroes Islands and Iceland. 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 the Schengen visa applications and the related documentation, as well as interviewing of the applicants in French and/or English and very often Arabic.
- Registering of applications in the relevant IT systems.
- Case processing in compliance with EU Schengen visa codex and Danish national legislation.
- Written correspondence with applicants and other members of the public in French and/or 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. The tasks in the visa hub for applications from French speaking countries requires French. Therefore, fluency in written and spoken English and French is a necessity. Selected candidates might undergo testing in order to assess English and French language level. Knowledge of Arabic and/or Wolof will be an additional asset.
- The job requires administrative qualifications and/or relevant working experience preferably in a customer service role.
- A personal ambition to deliver great service for applicants and clients.
- Ability to work and cooperate in 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.

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- 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 Consul responsible for the visa hub for French applications.
- 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 Spring 2027.

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 *26 November 2026*. The application should be sent by email to lonambapplications@um.dk with the following text in the subject line: Application – Visa officer French hub – YOUR NAME.

The recruitment process, including security clearance, is expected to take 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 the Consul, Ms Birgitta Dam. Please write "*Re. Visa Position French hub*" in the subject line.

Meet us here:
Website: Denmark in The United Kingdom
LinkedIn: Denmark in the UK: Overview | LinkedIn