

The Royal Danish Embassy in Ankara is looking for new staff members



Position:	Visa Officer/CW1
Type of employment:	Full time 40 hours per week 1 year contract
Starting date:	1 September or soonest thereafter
Location:	Royal Danish Embassy in Ankara, Türkiye
Deadline for application:	Monday 8 th June 2026 (midnight)

As demand for Schengen visas continues to rise, we are seeking a proactive, open-minded, and detail-oriented Visa Officer to join our team.

You will be part of a multicultural team of 44 dedicated and highly professional colleagues. The main responsibilities of the Visa Section include processing Schengen visa applications for Denmark and Iceland, as well as residence permit applications for Denmark.

As a Visa Officer, you will be responsible for several vital steps in the case-processing procedure and will work closely with colleagues across the team. The role involves everything from receiving the applications from VFS to handling and prioritizing a wide range of visa cases on a daily basis.

In addition, you are expected to demonstrate the flexibility required to support the Embassy's overall operations and to contribute to tasks outside your primary area of responsibility when needed.

After thorough onboarding by experienced colleagues, you will be familiar with complex Schengen legislation and be able to handle applications in an efficient and competent manner.

Main tasks and responsibilities as visa officer

- Case processing of Schengen visa applications
- Examination and registering of applications, including residence permit applications, in the relevant IT systems
- Interviewing of applicants
- Handling enquiries regarding visa, residence and work permits
- Ensuring compliance with the Schengen visa rules
- Contact to the Danish Immigration Service and other relevant stakeholders/authorities

Required qualifications

- Fluency in Turkish.
- The working language of the Embassy is English; therefore, fluency in written and spoken English is a necessity.
- The job requires a bachelor's degree or similar vocational administrative qualifications and/or relevant working experience.
- Ability to work in an inter-cultural environment.
- Strong team spirit.
- Strong IT skills (MS Office Programs).

Desired qualifications

- Knowledge of Scandinavian languages is also an advantage.

We offer

- An exciting, inter-cultural and dynamic work environment with a wide range of diverse tasks
- Working with interesting and stimulating tasks under the supervision of the Consul, Head of Visa Department
- Great opportunities for further development of your professional and personal competences

Employment conditions

- You will be offered a 1-year full-time position and be appointed according to regulations for Mission Employed Staff at the Royal Danish Embassy in Ankara, Türkiye
- Your standard working hours will be 40 hours per week
- You will be entitled to 4 weeks of paid holiday per year
- Your salary will reflect your qualifications, relevant experience and proven work-related results. Salary is set and paid in EUR
- Employer's pension contribution varies according to residence status in Türkiye

Application and recruitment process

To apply for the position, please send your application to ankarajob@um.dk, with the following documents:

- Cover letter/motivational letter; your motivation for applying for the position and how you see yourself adding value to both the position and the Embassy as a workplace.
- CV in English.
- Documentation for relevant education and recommendations (if any) and 2 references in English.
- Please make sure to merge all the above documents into one PDF file.

Please mark your application "**Visa Officer/CW1 + your full name**" in the subject line-

Deadline is **Monday, 8th June (midnight)**. Applications received after the deadline will not be taken into consideration.

The Embassy attaches great importance to equal opportunities for all and therefore welcomes applications from all qualified persons regardless of race, sex, religion, age or disability.

Selected candidates will be invited for interviews in week 25, and we expect interviews to take place in week 26.. **Only short-listed candidates will be contacted.**

The selected candidate must present a "Certificate of Criminal Record" and pass the security clearance by the Danish authorities prior to appointment.

Questions

For any questions regarding the position, please contact the Consul, Head of Visa Section, Eva Szeftel at ankarajob@um.dk marked "**Visa Officer/CW1**"

About us

The Danish Embassy is part of the Danish Foreign Service. The Embassy covers Türkiye and Azerbaijan. The Embassy is an ambitious, high-paced and dynamic workplace with approximately 65 employees, nine of whom are posted from the Danish Ministry of Foreign Affairs.

Meet us here

Website: <http://tyrkiet.um.dk/>

Facebook: <https://www.facebook.com/DenmarkInTurkey/>

LinkedIn: <https://www.linkedin.com/company/embassy-of-denmark-in-ankara>

GENERAL DATA PROTECTION REGULATION According to Article 13 of the EU general data protection regulation 2016/679, the Ministry must provide you with information regarding the Ministry's handling of personal data when we collect personal data from you. We process your data for recruitment purposes only. We would like to keep your data until the specific position has been filled. We cannot estimate the exact time frame, but we will consider this period over when a candidate accepts our job offer for the position. When that period is over, we will delete your data. You can read more about how we process your personal data here: <https://um.dk/en/about-us/organisation/contact-information/the-ministry-of-foreign-affairs-of-denmark-personal-data-policy>

Ankara, May 2026