



ROYAL NORWEGIAN EMBASSY

Jakarta

Vacancy as Temporary Visa Assistant

The Norwegian Foreign Service has a worldwide network of more than 99 missions representing Norwegian political, economic, developing aid, immigration and consular interests. The Royal Norwegian Embassy in Jakarta covers the relations between Norway and Indonesia, Timor Leste, and ASEAN. The Embassy now has 9 diplomatic staff, and 20 locally employed staff members.

The Embassy is currently recruiting a Temporary Visa Assistant to join the Visa and Consular Section for the period of **2 April – 27 July 2018**. This period is the high season for visa applications, and the embassy needs extra staff to help handling the increased number of applications. The Embassy offers a good work environment and a competitive salary package.

Area of Responsibilities

- Receive applications for visa and residence permits
- Prepare applications for approval
- Issue visa sticker for approved applications
- Inform the applicants of UDI (The Norwegian Directorate of Immigration) decision
- Scan and archive applications
- Other tasks that may be given by Head of Admin & Consular

Requirements

- At least Bachelor Degree in relevant subjects
- At least 2 (two) years of work experience in the administrative field
- Previous relevant work experience (such as handling Visa applications) is an advantage and may compensate for the lack of formal education requirement
- Good knowledge of and experience from using various IT tools
- Excellent in English, both oral and written

Personal qualities

- High ethical awareness and personal integrity
- Ability to work under minimal supervision and as a team member
- Good communication and interpersonal skills
- Demonstrated ability to plan, organise tasks and work flows, with proven ability for accuracy, large work capacity and adherence to deadlines.
- Service-minded

How to Apply

Please send your cover letter and CV in English with subject "Application for position as Visa Assistant" to emb.jakarta@mfa.no

Closing date: **22 February 2018**

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