

**Temporary position
(6 months, effective April 2026)**

Visa Officer

The Royal Danish Embassy in Riyadh is looking for a full-time Visa Officer to join the Embassy's visa team on a temporary basis (6 months during peak season, effective April 2026). Please note that this position is on locally employed conditions and open for both EU/Schengen country nationals and other nationals.

Job description

- Examination of Schengen visa and residence permit applications, incl. supporting documentation; interviews of applicants
- Registering of applications in the relevant IT systems
- Written correspondence with applicants and other members of the public
- Case processing according to the Schengen Visa Code and Danish national legislation
- Answering phone calls regarding visa matters

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

Requirements

- Excellent command of written and spoken English, knowledge of Arabic is an advantage
- Ability to work as part of a team
- Good IT skills
- Knowledge of the Schengen visa rules is an advantage
- Assertive personality and ability to maintain competent case handling also during peak season
- Flexible towards non-visa work tasks when needed

Employment conditions

- Full-time temporary employment contract position based on the Embassy's Staff Rules
- Standard working hours 40 hours per week
- Paid holiday accumulated by 2.08 days per month. Some local holidays are additional to this
- Salary will reflect qualifications, relevant experience and proven work-related results.

Application and recruitment process

To apply for this position, please send your CV and motivated application in English with the following documents:

- 2 reference letters in English
- Copy of passport

to ruhamb@um.dk **no later than 12 February, 2026 – COB.** Please indicate "Visa Officer" in the subject line.

Please make sure to merge all the above documents into **one** PDF file.

Applicants must present a current "No Criminal Record" and pass security clearance prior to appointment.

The Embassy emphasizes equal opportunities for all. Selected candidates will be invited for interviews expected to take place shortly after the application deadline.

Only short-listed candidates will be contacted.

Questions

For any questions regarding the positions, please contact the Visa Team at ruhamb@um.dk and mark your e-mail "Visa Officer".