



The Embassy of Switzerland in Tehran is currently seeking a qualified candidate for a full-time (100%) position as a

Visa & Consular Assistant

Duties and responsibilities at

Visa Section (50%):

- Accepting visa applications on the counter, responding to applicants e-mail inquiries
- Examining visa applications and supporting documents submitted by the applicants
- Conducting interviews with visa applicants
- Processing and preparing visa applications to issue the visas
- Administrative tasks such as fixing visa stickers and archiving

Consular Section (50%):

- Provide service at the Counter, by e-mail and by telephone to customers
- Examine civil status documents received at the counter and transcription for Switzerland
- Marriage preparation in Switzerland - procedure with customers at the counter
- Prepare verbal notes in English and Farsi for the MOFA regarding Consular affairs
- Substitution of colleague at the Consular section

Requirements / Qualification:

- Professional baccalaureate, commercial diploma, certificate of end of apprenticeship
- Language skills:
 - Mother tongue Farsi / Excellent conduct of English language - written and spoken
 - Good communication skills in German and French
- Minimum 3 years of professional experience in public administration
- Good computer skills (Windows, MS Office)
- Responsible, Loyal, good intra-personal communication, service oriented team player
- Ability to work under stress

We offer:

- An inviting and interesting working environment at a diplomatic representation
- Competitive salary and benefits package
- You will be introduced/trained on the job by experienced colleagues

Start of Employment:

1st May 2023 or according to agreement. The Embassy offers a renewable yearly contract.

Candidatures

If you fulfill the above criteria and are interested in this job, please send a letter of motivation, your resume with picture and copies of your main certificates by email to tehran.jobs@eda.admin.ch Embassy of Switzerland in Tehran, attention to Head of Chancery, regarding "Job vacancy as Visa & Consular Assistant". Deadline **30.04.2023**