



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

Visa Officer

Duties and responsibilities

- Record, process and verify visa applications within agreed standard and timing
- Handle inquiries and follow up on visa applications
- Courteous and professional correspondence with visa applicants, whether over the phone, via e-mail or in person at the counter
- Provide accurate, timely and appropriate advice in a customer-friendly manner
- Liaise with the external visa application center
- Other tasks according to the instructions of the Head of the Visa Section

Requirements / Qualifications

- Professional baccalaureate, commercial diploma and/or certificate of end of apprenticeship
- Track record of relevant professional experience
- Very good computer and software skills (MS Office)
- Language skills:
 - Mother tongue Persian / Excellent command of English language - written and spoken
 - Working knowledge of German, French or Italian is a strong asset
- Good communication skills and professional attitude
- Discreet, reliable, responsible, precise, service-oriented, pro-active, loyal, team player
- Capable of working under stress

What we offer

- Comprehensive introduction and thorough on-the-job training
- A stimulating and dynamic multi-cultural working environment at a diplomatic representation
- Competitive salary and benefits package
- A one-year fixed-term contract, with the possibility of renewal

Start of Employment

1st December 2025 or according to agreement.

Candidatures

If you fulfill the above criteria and are interested in joining our team, please send a cover letter, your CV with picture, diplomas and training certificates and copies of your work certificates by email to tehran.jobs@eda.admin.ch, attention of Head of Visa section, subject "*Job vacancy: Visa Officer*". Only shortlisted candidates will be contacted.

Deadline for applications: 15.10.2025