



JOB ADVERTISEMENT	
Position	Visa Decider
Reporting to	Head of Consular Affairs
Department	Consular Division
Nature of Employment	One-year fixed term contract (On renewable basis).
About the Role The Embassy of Switzerland in Nairobi is pleased to announce a vacancy in its Consular Section for the position of a Visa Decider. This role offers an excellent opportunity to qualified and experienced professionals with a strong knowledge of Schengen visa processes and procedures. The position is open to candidates holding Schengen citizenship, including those with dual citizenship, who are currently residing in Kenya.	
Job Purpose The Visa Decider is mainly working as an authorized Visa Officer. Processing visa applications, incl. decision, interviews, inquiries by phone/mail, selective support in visa D, any office work related to visa matters.	
Key Responsibilities: - Assess visa applications for completeness and to ensure the genuineness of supporting documents, several C visa decisions including administrative processing of decisions, refusals, pending, declaration of guarantee/sponsorship. Validation of applications and printing of visa stickers if required. - Managing the visa mailbox (printing, referencing). Correspondence, e-mail and phone calls in English and German with clients, Swiss companies or cantonal authorities. - Selective support in Visa D-Files (students, employment, family reunifications) for transmission and follow-up with cantonal migration offices. - Replacement of absent visa officer and any other tasks in consultation with the line manager.	
Required Education, Experience and Competencies ✓ Bachelor's degree. ✓ Successful completion of the SEM visa training ✓ Perfectly fluent in English, written and spoken. ✓ Knowledge of another Swiss national language an asset (German or French). ✓ Proficiency in full Microsoft Office Suite. ✓ Working experience in an embassy or an international organization is highly desirable.	Required Skills ✓ Highly motivated, committed and able to work in a team. ✓ Ability to deal effectively and in a diplomatic manner at all levels. ✓ Ability to work independently and under pressure and with minimal supervision. ✓ High degree of adaptability and capacity to learn. ✓ Good communication skills and interpersonal skills. ✓ Precise, dynamic and high level of integrity and loyalty. ✓ Strong service and customer orientation.
Modalities of Employment and Application. - Applicants should include a letter of motivation (maximum 1 page), stating their reasons for applying and how the position fits into their career development goals and a CV (maximum 4 pages). - Applications have to be sent to: nairobi.vacancy@eda.admin.ch - Deadline for the application is: 07.11.2025 - Tentative start date: Beginning of December.	
❖ <i>Due to the nature of the position and the access it requires to Schengen-area systems and procedures, only holders of Schengen citizenship are eligible to apply.</i>	