



## NOTICE OF A JOB VACANCY

The Embassy of Switzerland in Nigeria, Abuja has an opening for a

### **Visa Officer (100%)**

**Starting date: January / February 2025**

### **Job Description**

- Attending to the customers at the visa counter
- Acceptance and verification of completeness of visa file
- Control of authenticity of supplied documentation
- Registration and control of visa applications in computer system
- Answering telephone calls and e-mails regarding visa matters
- Corresponding with visa applicants as well as with Swiss authorities in English, German and/or French
- Handling of visa appointments by e-mail
- Administrative tasks regarding visa

### **Requested Profile:**

- Strong customer focus
- Excellent communication skills (written and spoken) in English
- Minimum B1 level (written and spoken) in German and/or French
- University degree
- Very good computer skills
- Ability to work in a multi-cultural environment
- Very reliable team player, flexible and service-oriented
- Ability to work under pressure
- Working experience within an Embassy (visa section) is an asset

### **We offer:**

Attractive working conditions and competitive salary. Opportunity to apply German and/or French language skills in an international environment.

### **Applications**

Interested candidates should submit their application with a letter stating their motivation, a detailed Curriculum Vitae and necessary supporting documents (copies of diplomas and certificates) to the Embassy of Switzerland no later than **November 15, 2024**.

By E-mail: [abuja.jobs@eda.admin.ch](mailto:abuja.jobs@eda.admin.ch) (Subject: job vacancy: visa officer)