



The Embassy of Switzerland in Pretoria is looking for a friendly and trustworthy

## Officer for Visa Services (f/m) 100%

**Starting date:** Ideally 01.11.2025 or negotiable

The new colleague is level-headed and a quick learner. Attention to detail and accuracy are a must as well as discretion.

### Job description

- Working at the Visa Section of the Regional Consular Centre (RCC) in Pretoria
- General migration/visa services: Receiving, registering and processing visa applications, attending to the visa client at the counter, transferring applications to the competent migration office in Switzerland
- Supporting and correspondence with clients, stakeholders and external service providers by e-mail, telephone and in person
- General administrative support to the Regional Consular Centre and, if necessary, assisting the Consular Section

### Requested profile

- Citizen of a Schengen Member State
- Commercial apprenticeship or equivalent education or bachelor student or graduate (business administration, etc.)
- Working experience in migration, administrative and/or consular field, preferably in an international organization, migration office or an Embassy
- Strong analytical skills, highly detail oriented, inquisitive and structured
- Excellent language skills in English (proficient verbal and in writing)
- Extensive knowledge of MS office tools
- Team player
- Loyalty, discreet, target and result orientation, resilience, self-reflection, ability to learn and change, analytical and conceptual thinking
- Ability to interact with clients

### Package

- 40 working-hours per week
- 20 days of paid annual leave/vacation (4 weeks) plus additional public holidays
- Competitive salary and 13th salary in November
- Internal training courses
- Private medical insurance with low costs to employee
- Provident fund

Employment is subject to local South African law.

**Candidates must be in possession of a valid South African work permit.**

Candidates who are interested in the position are encouraged to submit their application via the following link.

<https://thetalentexperts.co.za/jobs/visa-officer/>