






Istanbul, January 2026

The Consulate General of Switzerland in Istanbul is seeking to strengthen its team as of **1 April 2026** or by mutual agreement with a

## Visa Officer (100 % full-time position)

The Consulate General is responsible for all consular services for the Swiss population in Turkey, visa matters, and represents Swiss interests in the fields of economy, culture, education and science.

Duties and Responsibilities
<ul style="list-style-type: none"><li>• Processing visa applications</li><li>• Receiving applications at the customer counter</li><li>• Responding to enquiries in writing and orally in various languages</li><li>• General administrative tasks and archive management</li></ul>
Requirements
<ul style="list-style-type: none"><li>• Completed vocational and/or relevant working experience, preferably in the commercial field or in public administration</li><li>• Fluency in Turkish as well as very good spoken and written knowledge of at least one of the following languages: English, German or French</li><li>• Swiss nationality or nationality of an EU Member State is an advantage</li><li>• Residence in Istanbul</li></ul>
Skills and Competencies
<ul style="list-style-type: none"><li>• Responsible, committed and reliable team player</li><li>• Ability to work efficiently and accurately under pressure</li><li>• High level of discretion and a professional approach to clients</li><li>• Excellent communication skills</li><li>• Confident user of Microsoft Office applications (Outlook, Excel, Word)</li></ul>
We offer
<div><p>Working for Switzerland</p></div> <div><p>Living diversity</p></div> <div><p>Personal development</p></div>

Remuneration is based on the Turkish labour market and the employment contract is governed by Turkish labour law.

Applications in English, German or French, including a cover letter, curriculum vitae with photo, and certificates and/or reference letters, must be sent by email in PDF format to [istanbul.jobs@eda.admin.ch](mailto:istanbul.jobs@eda.admin.ch) by **8 February 2026** at the latest.

Only candidates selected for an interview will be contacted.