



Position	VISA OFFICER (CW1)
Type of Employment	Full-time Employment
Starting date	As soon as possible
Location	11 th Corporate Center, 11 th Ave. cor Triangle Drive, Bonifacio Global City, Taguig City
Deadline for application	10 March 2026

The Royal Danish Embassy in Manila is recruiting a skilled, dedicated, and pro-active **Visa Officer (CW1)**. We are a dynamic Embassy, representing Denmark and promoting Danish interests in the Philippines.

Main tasks and responsibilities:

As Visa Officer, you will be working closely with the Visa Section and reporting directly to the Deputy Head of Mission and Consul. You are expected to review all documents diligently, with keen attention to detail and have a good working knowledge of visa rules and regulations.

Major tasks included in this position are as follows:

- Processing of visa applications, residence/work permits, and re-entry permits
- Scrutinizing and reviewing applications, verifying documentations and information
- Contacting various Danish and Philippine government authorities for visa related matters and verification checks
- Ensuring that visa mailbox is checked and updated daily; distributing queries/cases to relevant case workers several times daily
- Ensuring that internal systems are constantly updated and finishing cases within 15 days
- Assisting in drafting the visa annual risk analysis report
- Maintaining an annual statistics of tourist visa applications for the purpose of reporting back to the Ministry of Immigration Affairs

Essential Skills:

- At least three (3) years of relevant professional experience, preferably with Embassies and International Organizations
- Excellent in English language, both oral and written
- Proficiency in Microsoft Office and IT systems
- Excellent organizational skills and has a keen and attentive eye for detail
- Ability to multitask and a good team player
- Maintains confidentiality and work integrity



Employment Conditions:

- Full time and permanent employment with three (3) months probationary period
- 20 days of paid holiday per year
- Flexible working environment
- Medical Benefits
- 13th month salary
- Salary that will reflect your qualifications, relevant experience and proven work-related results.

Application and recruitment process:

To apply for the position, please send your application (cover letter, CV, proof of relevant education, recommendations and two to three references) in English to mnlambadmin@um.dk and put “**Application: Visa Officer (Last name, First name)**” in the email subject line.

We process your data for recruitment purposes only. We intend to keep your data until the specific position has been filled, and then we will delete your data. You can read more about how we process your personal data here:

[The Ministry of Foreign Affairs of Denmark Privacy Notice](#)

The chosen candidate must present a “No Criminal Record” and pass security clearance by the Danish authorities prior to appointment.

For more information about the embassy, please see: <https://filippinerne.um.dk>

*Please note: The embassy will not be able to answer questions from applicants during the time of the selection process. If an applicant has not been contacted by the embassy by the **end of March 2026**, then the applicant has not been selected for an interview. The embassy is thankful for the interest shown in the position as Visa Officer.*