



New Delhi

### Migration Assistants

Do you want to be part of the team working with migration at the Swedish Embassy? We are looking for two migration assistants as short-term reinforcement—detail-oriented, diligent and dynamic individuals.

#### General

The Embassy of Sweden invites applications for the position of Migration Assistant. These temporary positions, based in New Delhi, will commence in mid-March 2025 or as agreed. Employment is for a fixed duration of six months. Applicants must be residents of India.

#### Tasks

You will be working in the migration section of the Embassy, which presently consists of nine locally employed staff. The main task of the section is to process applications for short term visas, part of this include liaising with internal and external clients such as applicants, companies, other Embassies, authorities, and making sure legislation is adhered to and working to deadlines to ensure timely and quality delivery of duties.

As a migration assistant your work will primarily consist of handling visa applications from Indian citizens going to Schengen. The demand for Schengen visas is constantly increasing and there is great focus on our work from both Swedish and Indian authorities. Your job will be to handle the cases in a service minded way, and according to the Schengen regulations. You will take part in making the final decision for approvals or rejections of visa applications. In practise, it involves interviews with hosts in Sweden, assessment of the information on the application and supporting documents put forward by the applicants, always paying attention to details.

The main tasks and responsibilities as Migration assistant, but are not limited to:

1. Handling of visa applications
2. Handling enquiries regarding migration matters
3. Review of residence and work permit applications
4. Interviewing applicants/hosts
5. General assistance in all migration related matters

### **Skills**

- Very good command of spoken and written English and Hindi
- Efficient and methodical
- Proactive and able to set priorities
- Very good computer skills
- Good team player
- Willingness and ability to learn, develop and to take responsibilities
- Ability to handle and maintain confidential information
- Flexibility to work under pressure and to respond quickly to new demands

### **Qualification and Experience**

- University graduate degree
- Proof of language skills
- Working experience from a Schengen Embassy, previous experience of handling visas or additional language skills, such as Swedish and Dari will be added advantages.

### **Salary**

Salary is individual based in accordance with experience and education. The positions are permanent with 39.45 work hours per week. Embassy of Sweden is an equal opportunity employer.

### **Application**

Application should include a cover letter, CV, copies of educational certificates, previous work certificates, language skills certificates, scanned copy of photograph and at least two references and be sent by email to [ambassaden.new-delhi@gov.se](mailto:ambassaden.new-delhi@gov.se) with subject reference 'Position of Migration Assistant' no later than 7<sup>th</sup> March 2025.

Only short-listed candidates will be contacted for an interview. Application in hard copy shall not be returned.