

## Vacancy: Migration and Consular Officer at the Embassy of Sweden

Sweden and South Africa have a long history of bilateral collaboration and enjoy strong bilateral ties. There is a wide range of areas of interest in the Swedish-South African relation, often relating to global and local challenges such as climate change, sustainable urban development, water policies, and collaborations within higher education/research for future needs. The Embassy also has a strong engagement in for example democracy, human rights, trade matters and security policy. The Embassy is also responsible for the relations to Namibia, Botswana and Lesotho.

The Embassy of Sweden is looking to hire a **migration and consular officer** within the administrative section. The right candidate will be responsible and diligent, be able to work independently and have the ability to take initiatives within set mandates.

### Primary responsibilities:

- Operational responsibility of the day-to-day planning of migration matters and handles the daily booking schedule for appointments.
- Handle migration cases such as in-depth interviews and D visa applications.
- Handle individual consular cases.
- Assist with consular crisis preparedness.
- Local Registrar and maintenance of archive.

### Requirements:

- A minimum of five years working experience in a similar position or in working with migration on a Team-leader level and consular affairs
- A minimum of five years working experience and knowledge of citizenship legalisation issues.
- Fluent in English and Swedish (verbally and in writing)
- University Degree in relevant field/s.
- Strong skills in Microsoft Office.



**Embassy of Sweden**  
Pretoria

- Applicants (not being South African citizens) must hold a valid transferable residence and work permit or have Permanent Residency status in South Africa
- Applicants must have a clean criminal record. Security clearance from relevant Swedish authorities will have to be obtained based on a South African police clearance
- The successful candidate will embrace the Embassy core values of equality and openness and enjoy the idea of representing Sweden and Swedish interests.

**Merits:**

- Work experience from an Embassy; NGO or an international company.
- Knowledge in Episerver

**Application:**

An application including a motivational letter of no more than one page and a CV of no more than two pages should be sent to the Embassy at [recruitment.pretoria@gov.se](mailto:recruitment.pretoria@gov.se) no later than 22 January 2025. Starting date March 2025.

PLEASE NOTE: Applications that exceed one page for the motivational letter and two pages for the CV may not be considered. Non-South African applicants who do not hold a valid transferable residence and work permit or have permanent residency status in South Africa are kindly asked not to apply. Only those who will be invited for an interview will be contacted.

For more information regarding the position please contact:

Charlotta Cop, Head of Administration

Stefan Sidén, Third Secretary

Both are reached via [recruitment.pretoria@gov.se](mailto:recruitment.pretoria@gov.se)

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