



Job Vacancy – Embassy of Sweden

Section Coordinator at the Migration Section

The Embassy of Sweden in Islamabad is looking for a Section Coordinator who is effective, driven, and positive.

To fit the roll as a Section Coordinator and to be able to enjoy your work at the Embassy you must have following skills:

- High prioritizing and organization skills
- Great time management
- Professional attitude
- Thrive in high tempo environment
- Prestige less and flexible
- Motivated by organization changes and solution oriented
- Work well with other people but also independently
- Great people skills
- Take initiative
- Detail oriented and have great communication skills

It's of utmost importance that you have a high sense of service

Main tasks and responsibilities as Section Coordinator

- Maintaining and scrutinizing routines of migration section matters
- Delegating tasks to other team members
- Review and analyze data
- Identifying problems and proposing corrective actions
- Managing deadlines
- If required, processing visa application and residence/work permits
- Daily report backs to Head of Migration
- Other tasks may be delegated

Qualifications required:

- The applicant should have minimum Graduation certificate.
- At least five years of work experience in relevant field
- The applicant should be a Pakistani citizen
- Excellent in English and Urdu both oral and written. Knowledge of other language, especially Dari and/or Pashto will be an advantage.
- IT proficiency.
- Candidate having experience in a similar position or field will be an advantage.
- Good interpersonal skills and team player abilities.
- Great communication skills
- A high sense of responsibility and time management.

Great emphasis will be placed on personal qualities

Employment conditions

- You will be offered full-time permanent employment
- Six (06) months' probation
- Your standard working hours will be 37 hours per week, but flexibility and work outside office hours and during weekends can be required
- Your salary will reflect your qualifications, relevant experience, and proven work-related results

Application and recruitment process

Please send your resume including cover letter, a recent photograph, two work-related references from previous employer, proof of relevant education, contact details including telephone number and email.

Incomplete applications will not be looked upon.

Please address your application to Head of Migration – by E-mail to ambassaden.islamabad-vacancy@gov.se The deadline of application is October 23rd, 2022. Note: Only shortlisted applicants will be contacted for interviews

The Embassy of Sweden is obliged to follow EU-regulation regarding handling personal information (General Data Protection Regulation, GDPR) when we receive and process job applications. By submitting your application, you consent to the processing of your personal information in line with the [Personal Data Policy of the Ministry of Foreign Affairs](#).

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