



Ottawa

## Join the administration team at the Embassy of Sweden in Ottawa

The Embassy of Sweden in Ottawa is recruiting a locally employed Migration Officer.

### About us

The Embassy of Sweden in Ottawa serves as the official link between Sweden and Canada. The Embassy's mission is to represent Sweden and the Swedish government in Canada and to promote Swedish interests.

We offer a small dynamic workplace with a wide range of responsibilities including consular and migration cases and administration as well as political contacts and promotion activities. We encourage creativity and collaboration. The Embassy is an inclusive and diversity-friendly employer.

The Embassy currently has three diplomats from Sweden and four locally employed staff.

### About the job

As a migration officer you work as part of the administration team covering a broad range of issues and responsibilities. You will handle migration and consular cases, provide service to the public as well as work with different administrative tasks.

To work within administration, you need to be thorough, and you need to be a team player. Your tasks can change with time according to the needs of the organisation.

**About you**

Education: Post-secondary education in a relevant field.

Experience: At least two years of relevant work experience, for example from government agencies or public sector.

Language: Excellent command of English, knowledge of Swedish and/or French is considered an asset.

Status: You must hold the right to live and work in Canada when the position starts.

The person we are looking for is a strong team player with a positive and flexible attitude. Is service-minded and has good communication skills. Pays attention to details and have good organisational skills and capacity to prioritise.

**Terms**

The position is full-time and permanent. The first six months are considered probationary employment. Start date July-August, exact date to be agreed upon with the selected candidate.

**Practical details**

Submit your application – a personal letter and your resume by 15 May 2023 to [ambassaden.ottawa@gov.se](mailto:ambassaden.ottawa@gov.se) referring to “Recruitment Migration Officer”. Shortlisted candidates will be asked to provide references and supporting documents.

**Questions?**

For questions on the scope of work or concerning terms and conditions at the Embassy, please contact Josefine Natt och Dag, Head of Administration, [josefine.natt.och.dag@gov.se](mailto:josefine.natt.och.dag@gov.se)