



नेपाली राजदूतावास, सिओल
Embassy of Nepal, Seoul
주한 네팔 대사관, 서울

Ref No. :

Vacancy Announcement

The Embassy of Nepal in Seoul, Republic of Korea invites application for the following vacant position to be fulfilled on contract basis. All interested and eligible individuals with valid Korean Residence card are requested to send their application at nepalembassyseoul@gmail.com and eonseoul@mofa.gov.np until August 27, 2025. Only short-listed candidates will be called for interview and English/Korean language proficiency test.

Position/Number: Legal Advisor/Public Relation Officer (Full time)-One (1)

Contract Period: One year from the date of appointment. Renewal of contract will depend on the overall performance during the contract period.

Qualifications and Key competencies:

- Bachelor's Degree or Equivalent
- Fluency in Korean and English, in both writing and speaking, and capable of translation and consecutive interpretation in both English and Korean languages. (Korean Nationals with basic Nepali language will be highly preferred.)
- Knowledge of Labor law, Immigration law of Republic of Korea and Employment Permit System,
- Holder of valid Residence card of Republic of Korea /Korean ID
- Holder of valid driving license of Republic of Korea and experience of at least one year of driving.
- IT friendly - (Word, Excel and PowerPoint etc.)
- Strong interpersonal and communication skills, and ability to handle multiple tasks simultaneously.

Salary - Negotiable and age between 25 to 45 years

Documents Required:

- A letter of Application
- Updated resume/CV
- Copy of attested Academic certificate
- Copy of Passport and Residence card/ Korean ID
- Copy of Driving License
- A recent Photograph
- Certificate of TOPIK (Minimum TOPIK level -5 or equivalent)

(All documents should be sent in single pdf. If not, application will be rejected)

Selection Methods:

- language test, written exam and Interview

Preferences will be given to the experienced candidates in related field.

* Phone calls and other such solicitations regarding the vacancy will not be entertained.

Embassy of Nepal, Seoul, Republic of Korea

20th August, 2025