



EMBASSY OF NEPAL, VIENNA नेपाली राजदूतावास, भियना

Vacancy Announcement (Published Date: 14 August 2026)

The Permanent Mission/Embassy of Nepal, Vienna is seeking suitable candidates for the following position at the Embassy for full-time working hours. All the interested and eligible candidates are requested to send their applications to mission@missionnepal.at no later than 30 August 2026.

Position/Number: Driver Cum Messenger -1

Contract Period: Six months from the date of appointment (Renewable: provided that the performance is satisfactory)

Major Duties and Responsibilities:

- Operate embassy vehicles for official purposes, including transportation of staff, documents, and materials.
- Maintain cleanliness, proper condition, and routine upkeep of assigned vehicles.
- Maintain accurate vehicle logbooks, including mileage, fuel consumption, and trip details.
- Assist in the delivery and collection of Official documents, parcels, and correspondence
- Support logistical arrangements for official programs, meetings, and events of the Mission.
- Other duties and responsibilities as per the requirements of the Mission.

Qualification & Skills

- Driving license (Austrian)
- Fluent in German and English language.
- Profound Knowledge of Austrian traffic rules and regulations
- Good communication skills
- Strong interpersonal skills and capable of multi-tasking
- At least two-year experience of the similar work

Documents required

- Driving License
- Recently updated resume/CV
- Application letter
- Copy of Passport, Austrian residence permit (with work permit)

Salary and leave: As per the rules of the Mission (which will be mentioned in the contract)

Only the short-listed candidates will be called for an interview.

**Permanent Mission/Embassy of Nepal
Vienna**