



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: Office Assistant -1

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

Major Duties and Responsibilities:

- Assist in day-to-day office administration.
- Maintain official files, records, and registers.
- Receive, dispatch, and distribute official documents.
- Provide basic assistance to visitors and service seekers.
- Assist in visa and consular service activities.
- Maintain office supplies and stationery.
- Assist in organizing meetings and official events.
- Perform other duties assigned by the Mission.
- Clean and maintain office premises and work areas.

Qualification & Skills

- Higher level education
- Fluent in German and English language.
- Knowledge of Austrian rules and regulations
- Good communication skills
- Capable of multi-tasking

Documents required

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

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**