



नेपाली राजदूतावास
Embassy of Nepal
Berlin, Germany

VACANCY ANNOUNCEMENT

Position: Office Driver (1)

First Published: 11 September 2026

Application Deadline: 11 October 2026

The Embassy of Nepal in Berlin invites applications from qualified candidates for the full-time position of **Office Driver** on a contract basis. **The Contract Period** shall be 6 months from the date of appointment (renewable based on performance evaluation).

Key Responsibilities

- Drive official Embassy vehicles for daily assignments, diplomatic delegations, and official programs/events.
- Ensure proper vehicle maintenance, cleanliness, routine servicing, and manage communications with insurance providers.
- Assist with basic clerical duties and administrative support as needed.
- Perform other duties assigned by the Ambassador and diplomatic officers.

Qualifications & Requirements

- Valid German Driving License.
- Fluency in both English and German (spoken and written).
- Prior driving or administrative experiences, preferably with diplomatic missions, international organizations, or institutional setups.
- Strong communication, organizational, and interpersonal skills.
- Valid authorization to work in Germany (Nepali/German passport with a valid German residence/work permit).

Required Application Documents

1. Cover / Application Letter
2. Updated Resume / CV
3. Copy of German Driving License
4. Copy of Passport and valid German Residence Permit / Visa
5. Letters or evidence of experiences
6. Recent Passport-size Photograph

Salary & Benefits: As per the rules of the Embassy (It will be detailed in the employment contract).

How to Apply

Interested and eligible candidates should submit their application with the required documents to **berlin@nepalembassy.de** or **conberlin@mofa.gov.np** by 12 October 2026. Please use the subject line: *Application: Office Driver - [Your Name]*.

Note: Only shortlisted candidates will be contacted for a language assessment, practical driving test, and interview.