



नेपाली राजदूतावास
टोकियो, जापान
Embassy of Nepal
Tokyo, Japan

Vacancy Announcement

The Embassy of Nepal in Tokyo invites applications for the following vacant position to be fulfilled on contract basis. All interested and eligible individuals are requested to submit their application by email (eontokyo@mofa.gov.np) or physical presence at the Embassy with no letter than 22 November 2025. Only short-listed candidates will be notified for interview.

1. Position/Number: Office Secretary - One (1)

Qualifications and Key competencies:

- Bachelor level.
- Fluency in Japanese and English, in both writing and speaking, and capable of translation and consecutive interpretation in both English and Japanese languages.
- Holder of valid Residence card of Japan (if not Japanese national) and valid driving license of Japan.
- IT skill - (Word and Excel)
- Knowledge of basic administrative procedures of the Embassy.
- Strong interpersonal and communication skills, and ability to handle multiple tasks simultaneously.

2. Salary- Negotiable

3. Age- Between 21 to 45 years

4. Documents Required:

- A letter of Application and updated resume/CV
- Copy of Academic certificate, Passport, Residence card/Visa copy and Driving License where applicable.
- A recent Photograph
- Selection Methods: Interview and written test (if applicable)

6. Contract Period: One year. Can be renewed if the performance is satisfactory.

*No phone calls and other such solicitations will be entertained in this regard.

Embassy of Nepal, Tokyo

7 November 2025



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**Fukukawa House B, 6-20-28, Shimomeguro, Meguro-ku, Tokyo 153-0064,
TEL +81-3-3713-6241/6242, FAX +81-3-3719-0737 E-mail: eontokyo@mofa.gov.np**