



नेपाली राजदूतावास

Embassy of Nepal
Canberra, Australia

Vacancy Announcement

The Embassy of Nepal, Canberra invites applications from qualified and suitable candidates for the position of Public Relations Officer (PRO), to be engaged on a contractual basis with full-time duties. Interested and eligible candidates holding a valid Nepali or Australian passport, along with a valid Australian residence permit with work rights (where applicable), are requested to submit their applications to the Embassy via email at concanberra@mofa.gov.np no later than 29 July 2026.

Position/Number: Public Relations Officer (PRO) (One)

Contract Period: Six months from the date of appointment (renewable subject to satisfactory performance).

Major Duties and Responsibilities:

- Serve as the primary liaison between the embassy and the public.
- Manage media relations, including press communication, briefings, inquiries, and coverage monitoring.
- Coordinate consular operations by managing appointments, assisting in the processing of passports, visas, civil registration, authentication and consular related services, while ensuring confidentiality and effective communication with applicants.
- Coordinate, supervise, and monitor the performance of locally engaged staff, providing regular reports to management to ensure the efficient and effective operation of the Embassy.
- Administrative support by preparing official correspondence and reports, coordinating meetings and official functions, and maintaining office supplies and public information materials.
- Ensure compliance with diplomatic protocols and embassy policies, maintain confidentiality, and uphold professional ethics and conduct.
- Oversee and coordinate logistical operations to ensure the smooth functioning of the Embassy and the successful planning and execution of official diplomatic events.
- Perform additional duties and responsibilities as assigned by the Embassy Management Team.

Qualification and Skills

- Bachelor's degree from a recognized academic institution.
- Proficiency in English and Nepali, with strong written and verbal communication skills.
- Demonstrated ability to communicate effectively, manage official correspondence, and coordinate with diverse stakeholders.
- Proficiency in information technology and digital office systems.
- Knowledge of Australian and Nepali laws, regulations, and practices relevant to consular and legal matters.
- Knowledge of diplomatic protocols and international affairs.
- Valid driving licence and demonstrated driving skills.

Documents Required

- Application letter.
- Recently updated resume/CV.
- Copy of Nepali or Australian passport, and Australian residence permit (with work rights, where applicable).
- Copies of academic certificates and relevant qualifications.
- Copy of driving licence (preferred).

Salary and Leave

- Salary and leave entitlements shall be provided in accordance with the rules and regulations of the Embassy and specified in the employment contract.

Only shortlisted candidates will be contacted for the interview.