



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: Public Relations Officer -1

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

Major Duties and Responsibilities:

- Assisting in Visa/Consular/Passport/Protocol matters.
- Translation and interpretation
- Corresponding and communicating to different authorities.
- Other duties and responsibilities as per the requirement of the Mission.
- Coordinating and assisting in the promotional activities.
- Arranging logistics and executing events of the Mission

Qualification & Skills

- Bachelor's degree from recognized academic institution (College/University)
- Fluent in German and English language.
- Knowledge of Austrian 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

- Recently updated resume/CV
- Application letter
- Copy of Passport, Austrian residence permit (with work permit)
- Academic certificates
- Driving license (Preferable)
- A passport size photograph

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**