

# **Vacancy Announcement**

Re-published on 29 June 2026

Embassy of Nepal in Brussels announces vacancy for the post of Office Secretary cum IT assistant and invites interested individuals to send their application at [eonbrussels@mofa.gov.np](mailto:eonbrussels@mofa.gov.np) no later than **13 July 2026**.

## **Duties and Responsibilities**

- a. Operate, maintain, and support digital service delivery systems, government portals, and Embassy web applications, including website of the Embassy.
- b. Assist in the service delivery of the Embassy including passport enrollment and distribution, Travel Document, consular attestation, Visa, NRN Card and other consular works.
- c. Develop basic portals and software application for the use of Embassy
- d. Manage e-appointment schedules, records, files and office correspondence and maintain digital records of office inventory.
- e. Handle confidential communication through official emails/correspondence of Embassy.
- f. Receive visitors and provide information to general consular inquiries received via telephone, email and in-person.
- g. Design flyers, posters, pamphlets, invitation cards using design software and applications, including photo and video editing.
- h. Assist in managing the social media content and presence of the Embassy
- i. Prepare preliminary report on the activities of Embassy on Economic and Public Diplomacy, including daily media reporting.
- j. Translate documents from English to Nepali and vice versa
- k. Provide technical support for IT infrastructure including Linux/Windows systems, servers, printers, networking devices, and office equipment.
- l. Support in the execution of programs of the Embassy.
- m. Assist in daily administrative functions of the Embassy
- n. Report to Administration/Consular officer daily, monthly and annually.
- o. Perform any other duties assigned by the Embassy in accordance with applicable rules and regulations.

## **Skills and Qualifications**

- a. Bachelor's degree from a recognized University.
- b. Applicants must not exceed 50 years of age.
- c. Prior experience of at least 5 years in government office administration, customer service, reception handling, consular assistance.
- d. Good knowledge and experience in using software applications of Government of Nepal.
- e. Good command in English and Nepali language (speaking, writing and official communication). Knowledge of French/Dutch language will be an added advantage.



- f. Good knowledge of computer applications including MS Office, Email handling, online systems, document management, database management, use of internet and basic IT support. Preference will be given for prior experience with digital delivery
- g. Strong interpersonal communication skills, professional conduct, and ability to handle multiple tasks simultaneously.
- h. High moral character with integrity and professionalism.

**Documents Required:**

- a. A cover letter/an application
- b. Resume /CV
- c. Academic Certificate
- d. Identity Document
- e. Police Report
- f. Experience letter

**Contract Period**

One Year, renewable subject to job performance and requirements of the Embassy

**Salary**

As per the rule of the Embassy

**Note:**

Only shortlisted applicants will be contacted for interview.

