नेपाली राजदूतावास

**Embassy of Nepal**

Brussels, Belgium

## Vacancy Announcement for Self-Employed Driver/ Driving Services Provider

Re-published on 12 November 2026

The Embassy of Nepal in Brussels invites applications from qualified self-employed drivers or registered companies to provide driving services for the Embassy's official activities. The selected provider will be engaged under a written service agreement. Applications should be sent to: eonbrussels@mofa.gov.np by **18 November 2026.**

### 1. Duties and Responsibilities

The selected candidate/company shall provide the following services:

a) Drive Embassy vehicles safely, responsibly and efficiently for official duties, including transportation of Embassy officials, delegations, guests and documents as assigned.
b) Travel with diplomats for official meetings, visits, airport transfers and other duties when required and agreed.
c) Drive within Belgium and, when necessary, to the Netherlands, Luxembourg or other approved destinations.
d) Have sound knowledge on the use of navigation tools including GPS, Google Maps among others.
e) Follow traffic laws and regulations of Belgium and other countries where official travel is undertaken and ensure safe drive.
f) Keep vehicles clean, check their condition and promptly report accidents, damage or maintenance needs.

### 2. Qualifications of driver

a) Preferably below 50 years of age.
b) Hold a valid driving licence recognised in Belgium and have a good driving record.
c) Have relevant driving experience of at least one year, experience with an embassy, diplomatic mission or official organisation is an advantage.
d) Speak fluent English, knowledge of French or Dutch is an advantage.
e) Be reliable, punctual, professional and able to protect confidential information.

Avenue Brugmann 210-1050 Brussels, Belgium
Tel: 02/3462658 Fax:02/3441361 E-mail- eonbrussels@mofa.gov.np
web: be.nepalembassy.gov.np

## 3. Type of Engagement

a) Applications are welcome from self-employed individuals and legally registered companies authorised to provide the services in Belgium.
b) The Embassy will request services as needed. The Embassy will fix monthly service fee covering the agreed driving services. Any additional charges for overtime, evening or weekend assignments, public holidays, overnight stays, or travel outside Belgium shall be clearly specified in the financial proposal and agreed upon in advance by the Embassy.
c) The service provider is responsible for their own applicable tax, VAT, registration, insurance and social-security obligations.
d) The provider must have appropriate insurance and provide proof of valid registration and insurance before starting work.
e) The arrangement must operate in practice as an independent service and comply with Belgian law.

## 5. Documents Required

a) Application letter and CV or company profile.
b) Copy of identity document and valid driving licence.
c) Proof of relevant business registration and VAT details, where applicable.
d) Proof of residence.
e) Proof of appropriate insurance.
f) Proposed rates and relevant experience or references.
g) Police certificate.

## 6. Contract and Selection

The Embassy may enter into a service agreement for up to two years-fixed term contracts, subject to need, budget, satisfactory performance and applicable law. The agreement will set out payment, cancellation and termination conditions. Selection will be based on qualifications, experience, reliability, compliance documents and cost. Only shortlisted applicants may be contacted.

This Terms of Reference is an invitation to apply and does not itself create an employment relationship or guarantee work. The contract signed by both parties upon mutual understanding will be the final agreement.