



नेपाली राजदूतावास, अबुधाबी

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VACANCY ANNOUNCEMENT FOR THE POST OF DRIVER/MESSENGER

The Embassy of Nepal in Abu Dhabi announces a vacancy for the following position, with the requirements listed below:

1. Position: Driver/Messenger

2. Number of Vacancies: One (1)

3. Qualifications and Requirements

- Education: Must have passed Grade 10 +2.
- Language Skills: Proficiency in Nepali and English is required. Basic writing skills in English languages is required. Knowledge of other languages, particularly Hindi, and Arabic, will be an added advantage.
- Experience: A minimum of two (2) years of driving experience is required. Previous experience driving for VIPs and VVIPs will be an added advantage.
- Knowledge: Must have a good understanding of vehicles and UAE traffic laws, road rules, and regulations.
- Driving License: Must possess a valid UAE light motor vehicle driving license.
- Age: Age between 23 - 45 years
- Vision: Must have good eyesight.
- Computer Skills: Basic computer skills, including proficiency in MS Word and MS Excel

4. Contract Period:

Full-time on contract basis (The initial contract period will be six (6) months and may be renewed based on the employee's performance and the requirements of the Embassy)

5. Selection Process

Candidates will be shortlisted based on their qualifications and experience. Shortlisted candidates will be invited for an interview.

6. Salary and Other Benefits

Salary and other benefits will be provided in accordance with the rules and regulations of the Embassy.

7. Job Responsibilities:

The selected candidate will be responsible for the following duties:

- a. Driving Embassy vehicles and ensuring their proper use and care.
- b. Handling telephone calls at the Embassy, as and when required.
- c. Travelling within the UAE for official purposes, as and when required.
- d. Assisting with visa, protocol, passport, consular, labour matters and other official activities of the Embassy.
- e. Assisting with office maintenance and gardening duties. Understanding how embassies operate, official communication channels, hierarchy, and protocol.
- f. Performing any other duties assigned by the Embassy in accordance with its operational requirements.
- g. Ability to arrange and support events organized by the Embassy.
- h. Maintain confidentiality and secure handling of sensitive documents.

8. Application Procedure:

Interested and qualified candidates who meet the above-mentioned requirements are requested to submit their applications, along with an updated Curriculum Vitae (CV), educational certificates, security clearance certificate via email to consular.abudhabi@mofa.gov.np no later than 30 October 2026. CV sent in other email address will not be entertained. (Those who have already sent their CV in eonabudhabi@mofa.gov.np do not need to send it again to the new email.)

Only short-listed candidates will be contacted for further selection process.

Embassy of Nepal, Abu Dhabi

United Arab Emirates

15 October 2026

