



नेपाली महावाणिज्यदूतावास
डालस
Consulate General of Nepal
Dallas

VACANCY ANNOUNCEMENT

(Published on 2 April 2026)

The Consulate General of Nepal, Dallas announces the vacancy for the following positions with the following requirements:

A. Light Vehicle Driver/Messenger

1. Requirements:

- Education: General reading and writing.
- Language: Nepali or English.
- Experience: Minimum 2 years of driving experience; prior experience in similar office will be an added advantage.
- Valid US light motor vehicles driving license.
- Legal immigration status in the US.
- Age: 21-50 years.

2. Contract Period: Six months (can be renewed on performance basis).

3. Mode of Selection: Practical and interview.

4. Salary and other Facilities: As per the rule of the Consulate General.

5. Job Description:

- Driving office vehicles as per the need of the Consulate General;
- Transporting official goods/letters to and from relevant destinations;
- Assisting in delivery and postal works related to the office;
- Picking up and seeing off official guests and visitors as required;
- Assisting in Visa/Protocol/Passport/Consular matters;
- Assisting the Consular Officers in their official functions as required;
- The Employee may be assigned to any relevant jobs/works as per the requirements of the Consulate General.

B. Office Assistant

1. Requirements:

- Education: General reading and writing.
- Language: Nepali or English.
- Experience: Prior experience in similar job will be an added advantage.
- Working knowledge of IT and computers will be an added advantage.
- Legal immigration status in the US.
- Age: 21-50 years.

2. Contract Period: Six months (can be renewed on performance basis).



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3. **Mode of Selection:** Interview.

4. **Salary and other Facilities:** As per the rule of the Consulate General.

5. **Job Description**

- a. Maintaining the timely opening and closing of the office;
- b. Maintaining the cleanliness and upkeep of the office space, supplies and equipment;
- c. Ensuring supply of utilities/logistics for the smooth operation of the office;
- d. Taking care of general office maintenance;
- e. According hospitality, including preparing and serving tea and beverages, to officials, guest and visitors;
- f. Handling telephones when needed;
- g. Assisting in procurement and other administrative tasks of the office;
- h. Assisting in Visa/Protocol/Passport/Consular matters;
- i. Any other works assigned by the Consulate General officials as and when required.

Interested and qualified candidates are invited to submit their application for any of the above posts together with following documents at info@nepalconsulatedallas.org and cgnepaldallas@gmail.com by **16 April 2026**:

1. An application, self-prepared and signed, addressed to the Consulate General expressing interest in joining the position
2. Copy of Identity Document
3. Curriculum Vitae
4. Copy of driving license (*in case of driver*)
5. Proof of US legal immigration status (*for applicants other than the US citizens*)
6. Any other supporting document.

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