नेपाली राजदूतावास
टोकियो, जापान
Embassy of Nepal
Tokyo, Japan

駐日ネパール大使館
東京、日本

Vacancy Announcement

The Embassy of Nepal in Tokyo invites applications for the following vacant position to be fulfilled on contract basis. All interested and eligible individuals are requested to submit their application by email (nepalembassy.japan@gmail.com) or physical presence at the Embassy with no later than 14 December 2026. Only short- listed candidates will be notified for interview.

1. **Position/Number: Legal Advisor/Interpreter** - One (1)

Qualifications and Key competencies:

- Bachelor level. Preference would be given to Japanese nationals.
- Fluency in Japanese and English, in both writing and speaking, and capable of translation and consecutive interpretation in both English and Japanese languages.
- Holder of valid Residence card of Japan (if not Japanese national) and valid driving license of Japan.
- IT skill - (Word and Excel and other database)
- Knowledge of basic legal provisions of Japan.
- Strong interpersonal and communication skills, and ability to handle multiple tasks simultaneously.

2. **Position/Number: Public Relations Officer (PRO) - One (1)**

Qualifications and Key competencies:

- Bachelor level.
- Fluency in Japanese and English, in both writing and speaking, and capable of translation and consecutive interpretation in both English and Japanese languages.
- Holder of valid Residence card of Japan (if not Japanese national) and valid driving license of Japan.
- IT skill - (Word and Excel)
- Strong interpersonal and communication skills, and ability to handle multiple tasks simultaneously.

3. **Salary-** Negotiable
4. **Age**- Between 21 to 45 years

5. **Documents Required:**

- A letter of Application and Updated resume/CV
- Copy of Academic certificate, Passport, Residence card/Visa copy and Driving License where applicable.
- A recent Photograph
- Selection Methods: Interview and written test (if applicable)

5. **Contract Period**: one year. Can be renewed if the performance is satisfactory.

* Phone calls and other such solicitations will not be entertained in this regard.

Embassy of Nepal, Tokyo
24 November 2026

EMBASSY OF NEPAL
Tokyo

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