



नेपाली महावाणिज्यदूतावास  
सान फ्रान्सिस्को  
Consulate General of Nepal  
San Francisco

**VACANCY ANNOUNCEMENT**

*(Vacancy No. 03/2026; published on April 23, 2026)*

The Consulate General of Nepal, San Francisco announces the vacancy for the following position with the following requirements:

**Office Secretary – 1 (One)**

**1. Requirements:**

- Education: Bachelor's Degree from a recognized university, preferably a US university.
- Language: English (fluent in writing, speaking and official communication).
- Experience: Prior experience in the related field will be an added advantage.
- Computer skills: MS Office suite, Google Workspace, email management, basic database skills, web browsing, and cloud storage services, among others.
- General knowledge of US laws and governance.
- Legal immigration status in the US.

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

**3. Mode of Selection:** Shortlisting and interview

**4. Salary and Other Facilities:** As per the Consulate General's rules

**5. Job Description:**

- Managing the Consul General's meeting and appointment schedules;
- Corresponding for the Consul General's office for meetings and appointments;
- Providing accurate and timely collection of key documents and media news reports;
- Handling telephone calls;
- Preparing an up-to-date database of diplomatic contact details in San Francisco and Western US States;
- Analyzing local media news reports, government policies, international organization reports, economic indicators, and other relevant materials and reporting them to the Consul General;
- Supporting the Consulate General's consular officials when required;
- Assisting in organizing National Day Receptions/ Dinners/ Workshops/ Seminars/ Conferences, and making registration, preparing guest list, sending invitations, making RSVP, among others.
- Coordinating with Federal, State, and City authorities and assisting in Visa/ Protocol/ Consular/ visits, and all concerned matters as and when required;



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- j. Preparing documents, factsheets, presentations, and designing Invitation Cards, Banners, and leaflets as required;
- k. Except as otherwise provided herein, the Employee may be assigned to any jobs/works as per the requirements of the Consulate General.

Interested and qualified candidates who meet the above-mentioned criteria are requested to submit the following documents to [vice-consul@nepalconsulatesf.org](mailto:vice-consul@nepalconsulatesf.org) by **May 08, 2026**:

- a. Application letter
- b. Copy of identity document (*National ID card or passport*)
- c. Resume
- d. Proof of legal immigration status in the United States (*for non-U.S. citizens*)
- e. Any other supporting documents

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