



## नेपाली राजदूतावास, अबुधाबी

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Website: [www.ae.nepalembassy.gov.np](http://www.ae.nepalembassy.gov.np)

### 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 [conabudhabi@mofa.gov.np](mailto:conabudhabi@mofa.gov.np) no later than 30 October 2026.

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

Embassy of Nepal, Abu Dhabi

United Arab Emirates

15 October 2026