



Vacancy Announcement

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The Embassy of Nepal is seeking applications for the following vacant position to be fulfilled on contract basis (extendable). All interested individuals are requested to send their application at apply@nepalembassyusa.org no later than **January 12, 2026**.

Office Assistant

Duties and Responsibilities:

1. Provide proactive, cordial and gracious responses to general consular related inquiries received via telephone calls, emails and in-person.
2. Prepare general letters related to consular service such as citizenship renouncement, driving license, Travel Document, J1 Waiver, attestation, visa and submit it to Consular Officer.
3. Facilitate collection of NRN Card application and Passport issuance as well as maintain proper records.
4. Accord necessary support and assistance to the Diplomatic Staffs of the Mission in planning, managing and executing official events approved by the Mission.
5. Assist in timely update and management of official website.
6. Report to Administration/Consular officer daily, monthly and annually.
7. Execute all other clerical tasks as per the rules and regulations of the Embassy.

Skills and Qualification:

- Age between 21 to 50 years old
- Intermediate (+2) level completed
- Preferably two years of work experience
- Have good driving skills with driving license
- Fluent in English language (both written and spoken)
- Event Management
- IT Skills, Computer Skills (software, hardware, Ms-Windows, Ms-Excel, Ms-PowerPoint, internet, etc)
- Strong interpersonal skills and ability to handle multiple tasks simultaneously
- Strong interest and willingness to share knowledge with and learn from colleagues

Documents Required:

- A cover letter/an application
- Updated resume
- Identity document such as passport & citizenship certificate
- Proof of legal US Immigration status
- Proof of valid Employment Permit

Salary:

- As per the rule of the Embassy

Selection Method:

- Interview