

The Embassy of Nepal, Manama, is seeking a suitable candidate for the following position at the Embassy to be recruited on a contract basis for full-time working hours. Interested and eligible individuals holding a valid Bahraini ID (CPR) and visa are requested to submit their application to eonmanama@mofa.gov.np no later than 21 May 2026. Only shortlisted candidates will be contacted for an interview.

Position:

- Office Secretary(one)

Job Description:

- Handling incoming and outgoing mail, emails, and telephone calls.
- Liaising with Bahraini authorities and other diplomatic missions.
- Arranging meetings and extending necessary protocol and courtesies.
- Preparing necessary correspondence, updating records, and maintaining programmes.
- Following up on consular and administrative matters, as directed.

Qualification & Skills:

- Strong Interpersonal & Communication Skills and Capable of Multi-tasking.
- IT/Computer skills (word, excel, power point, email, social platforms)
- Basic Knowledge of Nepali and Bahraini Labor Law
- Minimum 10+2 or Intermediate degree from recognized institution
- Experience of work in secretarial/clerical positions
- Fluency in English
- Basic Arabic is an advantage
- Having Bahraini Driving license

Documents Required:

- Letter of application
- Resume/CV
- Copy of academic certificates
- Copy of Bahraini driving license
- Copy of passport
- Recent photograph

Salary and Leave:

- Salary as per the rule of the Embassy

Contract Period:

- One year from the date of appointment (renewable, provided the performance is satisfactory)

Embassy of Nepal
Manama, Kingdom of Bahrain
eonmanama@mofa.gov.np