



नेपाली महावाणिज्यदूतावास
डालस
Consulate General of Nepal
Dallas

VACANCY ANNOUNCEMENT

(Published on 1 October 2026)

The Consulate General of Nepal, Dallas announces the vacancy for the following positions with the following requirements:

A. Public Relations Officer / Receptionist – 1 (One)

1. Requirements:

- Education: Bachelor's Degree.
- Languages: English (fluent in writing, speaking and official communication) and Nepali.
- Experience: Prior experience in the related field will be an added advantage.
- IT and Computer skills.
- Driving skills with valid US driving license.
- General knowledge of US laws and governance.
- Legal immigration status in the US.
- Age: 21-50 years.

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

3. Mode of Selection: Interview.

4. Salary and other Facilities: As per the rule of the Consulate General.

5. Job Description:

- Working as front desk officer; welcoming and facilitating visitors and service seekers;
- Assisting in passport, visa and other consular applications and related services;
- Responding to telephone inquiries, official emails, communications;
- Developing a network with Nepali diaspora community and supporting the diplomatic officials in their consular and community engagements;
- Coordinating with the State and Local authorities and diplomatic community in consular and other official matters as required;
- Preparing documents and reports as required;
- Managing official meetings and appointments;
- Assisting in administrative works, and in organizing official events;
- Supporting the Consular Officers in their official functions as required;
- The Employee may be assigned to any relevant jobs/works as per the requirements of the Consulate General.



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B. Office Assistant – 1 (One)

1. Requirements:

- Education: General reading and writing.
 - Language: Nepali or English.
 - Experience: Prior experience in similar job will be an added advantage.
 - Working knowledge of IT and computers will be an added advantage.
 - Legal immigration status in the US.
 - Age: 21-50 years.
- 2. Contract Period:** Six months (can be renewed on performance basis).
- 3. Mode of Selection:** Interview.
- 4. Salary and other Facilities:** As per the rule of the Consulate General.

5. Job Description

- Maintaining the timely opening and closing of the office;
- Maintaining the cleanliness and upkeep of the office space, supplies and equipment;
- Ensuring supply of utilities/logistics for the smooth operation of the office;
- Taking care of general office maintenance;
- According hospitality, including preparing and serving tea and beverages, to officials, guests and visitors;
- Handling telephone calls when needed;
- Assisting in procurement and other administrative tasks of the office;
- Assisting in Visa/Protocol/Passport/Consular matters;
- Any other works assigned by the Consulate General officials as and when required.

Interested and qualified candidates are invited to submit their application for any of the above posts together with following documents at vacancy@nepalconsulatedallas.org by **15 October 2026**:

1. An application, self-prepared and signed, addressed to the Consulate General expressing interest in joining the position
2. Copy of Identity Document
3. Curriculum Vitae
4. Proof of US legal immigration status (*for applicants other than the US citizens*)
5. Any other supporting document, including academic certificates.

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