

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 15 June 2026. Only shortlisted candidates will be contacted for an interview.

Position:

- Driver-cum-messenger (one)

Job Description:

- Working as driver for Embassy officials and guests.
- Handling passport and visa and consular services.
- Assisting account system and records management.
- Delivering and collecting official documents.
- Supporting administrative matters, as directed.

Qualification & Skills:

- Good Interpersonal & Communication Skills and Capable of Multi-tasking.
- Having Bahraini Driving license
- IT/Computer skills (word, excel, power point, email, social platforms)
- Basic Knowledge of Nepali and Bahraini Labor Law
- Experience in driving and office management is an advantage
- Minimum High School education from recognized institution

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