

**Vacancy Announcement**  
**(Date of Publication: 24 NOV 2025)**

The Embassy of Nepal in Madrid is looking for suitable candidate to fulfil the following vacant position at the Embassy:

**Post: Office Assistant**

1. Required Number: 1 (One)

2. Duty and Responsibilities: - Undertake the office assistant duties as directed by the Head of Mission and other diplomatic staffs of the mission - Adhere to the guidelines issued by the Embassy. The role is part-time (6 hours per day).

3. Requirements:

- Candidate must have good command of English, Nepali and Spanish.
- Excellent communication and interpersonal skills.
- Multi-tasking, creative, innovative and organized.

4. Test Methods: Interview. Interested and eligible persons are invited to apply by sending their CV with photograph, passport, ID Card and other documents which may boost their credentials for the job.

Person with Spanish Driving License will be prioritized.

5. Last date for submitting applications: 10 DEC 2025

6. Other information:

- Applications can be emailed to: [info@embajadadenepal.es](mailto:info@embajadadenepal.es)
- Only shortlisted applicants will be invited for interview and tests.
- Job Nature: Service Contract Temporal
- Salary & Other benefits: As per the Embassy's Rules and Regulations.

Thank You  
Embassy of Nepal, Madrid

