



Vacancy Announcement Office Secretary-1

(Published on June 5, 2025)

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 **June 15, 2025**.

Office Secretary

Duties and Responsibilities:

1. Maintain and schedule appointment for Ambassador and Deputy Chief of Mission (DCM).
2. Provide proactive, cordial and gracious responses to telephone or written inquiries and other communication destined to the Ambassador's official telephone and official email address.
3. Collate information and prepare preliminary reports/ briefs on major political and socio economic developments in the U.S and around the world.
4. Provide advice and services on matters of the U. S. protocol.
5. Accord necessary support and assistance to the Diplomatic Staffs of the Mission in planning, managing and executing events approved by the Mission.
6. Plan and execute all social events at the Embassy.
7. All other secretarial tasks as per the rules and regulations of the Embassy.

Skills and Qualification:

- Age between 21 to 40 years old
- Bachelor's Degree (preferably in International Relations, Public Administration, Management or Government Affairs)
- Preferably two years of work experience
- Have good public relations and media relations skills
- Fluent in English language (both written and spoken)
- Writing reports
- Event Management
- IT, Computer Skills (software, hardware, 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

Salary:

- As per the rule of the Embassy

Selection Method:

- Interview