



नेपाली राजदूतावास
Embassy of Nepal
Berlin, Germany

Vacancy Announcement
(First published on 26 January 2026)

The Embassy of Nepal, Berlin is seeking suitable candidates for the following position at the Embassy to be recruited on a contract basis and for full-time working hours. All the interested and eligible candidates with valid German/Nepali Passport and German ID Card/visa are requested to send their applications to berlin@nepalembassy.de not later than 10 February 2026.

Position/Number: Public Relations Officer (PRO) (One)

Contract Period: Six months from the date of appointment (Renewable: provided that the performance is satisfactory)

Major Duties and Responsibilities:

- Coordination and active involvement in the activities of Economic Diplomacy
- Handling of consular works including Nepali passport and tourist visa
- Translation and interpretation
- Information Technology related activities
- Handling the issues related to Non-Resident Nepali and Nepali diaspora
- Corresponding with the relevant government and non-government agencies
- Handling of Value Added Tax (VAT) reimbursement
- Insurance, diplomatic ID etc.
- Handling of the issues related to the Nepali nationals who are in foreign employment
- Arrangements of logistics required to run the Embassy and to execute the events
- Other duties and responsibilities as per the instruction by the Head of the Mission and diplomats

Qualification & Skills

- Bachelor's degree from recognized academic institution (College/University)
- Advance knowledge in IT
- Fluent in Nepali, German and English language.
- Knowledge of Nepali and German regulations including rules and practices of other accredited countries regarding consular matters and foreign employment
- Good communicative skills
- Strong interpersonal skills and capable of multi-tasking
- At least two-year experience of the similar work
- Driving skill



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Documents required

- Application letter
- Copy of Nepali/German Passport, German residence permit/visa
- Academic certificates
- Driving license
- A passport size photograph
- Recently updated resume/CV

Salary and leave: As per the rules of the Embassy (which will be mentioned in the contract document)

Only the short-listed candidates will be called for language test and interview.