



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](mailto: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.