



नेपाली महावाणिज्यदूतावास
सान फ्रान्सिस्को
Consulate General of Nepal
San Francisco



VACANCY ANNOUNCEMENT

(Vacancy No. 01/2026; Republished date: March 11, 2026)

The Consulate General of Nepal, San Francisco announces the vacancy for the following position with the following requirements:

Light Vehicle Driver/Messenger- 1 (One)

1. Requirements:

- Education: General reading and writing.
- Language: Nepali or English.
- Experience: Minimum 2 years of driving experience; prior experience in similar office will be an added advantage.
- Valid US light motor vehicles driving license.

2. Contract Period: Six Months (can be renewed on performance basis)

3. Mode of Selection: Short listing, practical and interview.

4. Salary and other Facilities: As per the Consulate General's Rules

5. Job Description:

- Driving office vehicles as per the needs of the Consulate General.
- Transporting goods/letters to and from relevant offices.
- Assisting in delivery and postal work related to the office.
- Picking up and seeing off official visitors.
- Assisting in Visa/Protocol/Passport/Consular matters.
- Except as otherwise provided herein, the Employee may be assigned to any jobs/works as per the requirements of the Consulate General.

Interested and qualified candidates who meet the above-mentioned criteria are requested to submit the following to contact@nepalconsulatesf.org by **March 18, 2026**:

- 1) Application letter
- 2) Copy of Identity document (*national ID card, passport*)
- 3) Copy of valid US driving license
- 4) Proof of US legal immigration status (*for applicants other than the US citizens*)

Only short-listed candidates will be contacted for further selection process.



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VACANCY ANNOUNCEMENT

(Vacancy No. 02/2026; Republished date: March 11, 2026)

The Consulate General of Nepal, San Francisco announces the vacancy for the following position with the following requirements:

Office Assistant- 1 (One)

1. Requirements:

- Education: General reading and writing. Completion of high school education is preferable.
- Language: Nepali or English.
- Experience: Prior experience in similar job will be an added advantage.
- Valid US light motor vehicles driving license is preferable.

2. Contract Period: Six Months (can be renewed on performance basis)

3. Mode of Selection: Short listing and interview.

4. Salary and other Facilities: As per the Consulate General's Rules

5. Job Description:

- Maintaining the timely opening and closing of the office.
- Maintaining the cleanliness of the office property.
- Ensuring supply of utilities/logistics for the smooth operation of the office.
- Handling telephones when needed.
- According hospitality to officials and guests, as necessary.
- Assisting in procurement and carrying out other administrative tasks of the office.
- Assisting in protocol, passport and consular matters.
- Any other work assigned by the Consulate General officials as and when required

Interested and qualified candidates who meet the above-mentioned criteria are requested to submit the following to contact@nepalconsulatesf.org by **March 18, 2026**:

- 1) Application letter
- 2) Copy of Identity document (*national ID card, passport*)
- 3) Proof of US legal immigration status (*for applicants other than the US citizens*)

Only short-listed candidates will be contacted for further selection process.