



नेपाली महावाणिज्यदूतावास
डालस
Consulate General of Nepal
Dallas

VACANCY ANNOUNCEMENT

(Published on 3 February 2026)

The Consulate General of Nepal, Dallas announces the vacancy for the position of **Office Secretary** with the following requirements:

1. Requirements:

- Education: Bachelor's Degree.
- Languages: English (fluent in writing, speaking and official communication) and Nepali.
- Experience: Prior experience in the related field will be an added advantage.
- IT and Computer skills.
- General knowledge of US laws and governance.
- Legal immigration status in the US.
- Age: 21-50 years.

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

3. Mode of Selection: Interview.

4. Salary and other Facilities: As per the rule of the Consulate General.

5. Job Description:

- Handling passport, visa and other consular applications;
- Responding to official emails, communications and telephone inquiries;
- Managing official meetings and appointments;
- Preparing documents and reports as required;
- Supporting the Consular Officers in their official functions as required;
- Assisting in planning, managing and executing official events;
- Coordinating with the Federal, State and City/Local authorities and agencies in protocol/consular/ official visits and all concerned official matters as required;
- The Employee may be assigned to any relevant jobs/works as per the requirements of the Consulate General.

Interested and qualified candidates are invited to submit their application together with following documents at info@nepalconsulatedallas.org and cgnepaldallas@gmail.com by **17 February 2026**:

1. An application, self-prepared and signed, addressed to the Consulate General expressing interest in joining the above position
2. Copy of Identity Document
3. Curriculum Vitae
4. Proof of US legal immigration status (*for applicants other than the US citizens*)
5. Any other supporting document.

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