



Vacancy Announcement

招聘公告

The Embassy of Nepal in Beijing would like to announce vacancy for the post of **Interpreter cum Translator** and is accepting applications from qualified Chinese nationals fulfilling the following criteria:

尼泊尔驻华大使馆现公开招聘一名口译/笔译员，欢迎符合以下条件的中国公民提交申请：

Academic qualifications: Bachelor's Degree

English Proficiency: Fluent in written and spoken English

Experience: At least 2 years' experience in similar field especially in secretarial job and office management preferred. The applicant should have no criminal record.

学历要求：学士学位

英语能力：具备流利的英语书面和口语表达能力，以及出色的沟通技巧

工作经验：至少 2 年以上相关领域工作经验，有办公室管理及文秘类工作经验者优先。应聘者须无任何犯罪记录。

Job Responsibilities:

- Carry out the duties as an Interpreter cum Translator.
- Translate the incoming and outgoing correspondences from Chinese into English and vice versa as instructed by the officials.
- Co-ordinate with Chinese government agencies on various official matters such as political, economic, cultural and people-to-people level affairs
- Assist in visa matters.
- Website and social media account management.
- Assist in consular works as instructed by the concerned official.
- Arrange appointments for the officials of the Mission.
- Provide secretarial support to officials of the Embassy as necessary.
- Assist officials in event management, whenever required.
- Be prepared to work during off-hours and public holidays, if necessary
- Perform other miscellaneous works as instructed by the officials of the Mission.

工作职责:

- 担任口译兼笔译员，履行相应的职责。
- 根据外交官的要求，将往来信函等文件进行中英互译。
- 就政治、经济、文化和民间层面等各类官方事务，与中国政府机构协调。
- 协助办理签证事宜。
- 管理使馆网站和社交媒体账号。
- 按照相关外交官的指示，协助处理领事工作。
- 为使馆外交官安排会议。
- 根据需要，为使馆外交官提供文秘支持。
- 在需要时，协助外交官进行活动管理。
- 必要时，愿意在非工作时间和公共假期加班。
- 完成使馆交办的其他临时任务或各类工作。

Salary Scale: 8000-8300 RMB / Month

薪资范围: 8000-8300 元人民币/月

Interested candidates are invited to send an application with a passport size photograph and a copy of bio-data to beijing@nepalembassy.org.cn **before 15 July 2025.**

申请方式: 有意者请于 2025 年 7 月 15 日前，将申请信、英文简历和护照尺寸的证件照片发送至使馆邮箱 beijing@nepalembassy.org.cn。

Only short-listed candidates will be called for an interview. Telephone calls will not be entertained.

注意: 只有通过初选的候选人才会收到面试通知。恕不接受电话咨询。

Address:

Embassy of Nepal

No. 1, San Li Tun Xi Liu Jie, Beijing 100600

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