



**Social Secretary
Embassy of Nepal
Office of the Ambassador**

The Embassy of Nepal in Washington, D.C. is seeking a qualified candidate for a position as Social Secretary in the Ambassador's office beginning on or about March 1, 2018.

The primary responsibility of the Social Secretary is to assist the Ambassador and his spouse, and DCM of the Embassy by providing political update, organizing and managing all events at the Office and the Residence of the Ambassador. Overall, the Social Secretary will provide expertise by advising on all aspects of planning events, establishing contacts in the US Senate, the Congress and the State Department and the officials in their respective offices; including developing guest lists, invitations, seating plans, event format and execution. The Social Secretary is responsible for managing all verbal and written communications with guests, working with both internal Embassy offices and external groups, including think tanks, US Government agencies, non-profit organizations and universities. In addition, the incumbent will coordinate and manage logistical planning for events at the Residence.

Duties and Responsibilities:

- Advise the Ambassador and DCM on all aspects of event planning, management and coordination, from conception to conclusion of event;
- Provide advice and guidance to colleagues on matters of U.S. protocol;
- Maintain appointment calendars, schedules and contact lists;
- Proactively collaborate with all sections of the Embassy to ensure smooth operations, and coordinate internal communication with other sections of the Embassy regarding events;
- Support the Ambassador's Office by proactively engaging during delegation visits with guests to provide on-site advice and support;
- Provide proactive, cordial and gracious responses to telephone or written inquiries and requests;
- Assist the Ambassador as needed on social correspondence;
- Assess invitations received and make recommendations regarding appropriate course of action;
- Serve as liaison between Ambassador's Spouse, Residence staff and Embassy.
- Search for and retrieve information from paper-based sources, the internet and online databases;
- Outline/draft speeches, report, articles, policy and position papers and briefs;