



EMBASSY OF NEPAL
2730 34TH PLACE N.W.
WASHINGTON, D.C. 20007

Vacancy Announcement

(Published on June 22, 2023)

The Embassy of Nepal is seeking applications for the following vacant positions to be fulfilled on contract basis (extendable). All interested individuals having legal status in the United States are requested to send their application at info@nepalembassyusa.org no later than July 6, 2023.

1. Driver/Messenger (Number of positions: 1)

Duties and Responsibilities:

- Drive the Embassy's vehicle as instructed by the Embassy administration.
- Pick up and drop off officials and guests of the Embassy.
- Work as messenger by picking up and delivering documents and packages.
- Provide back-up support to other local staff within the Embassy as directed and when required.
- Be responsible for the maintenance of the designated vehicles of the Embassy.
- Run errands as instructed by the Embassy administration.
- Any other tasks assigned by the diplomatic staff and the Ambassador.

Skills and Qualification:

- 2 years' minimum experience as a driver
- A valid US driver's license
- Fluency in English (Nepali language skill would be an additional advantage)
- Strong interpersonal skills and ability to handle multiple tasks simultaneously.
- Excellent interpersonal and communication skills.

Documents Required:

- A letter of application
- Updated resume
- Driving License
- Identity document such as passport & citizenship certificate
- US Immigration status (if applicable)
- Two photographs

Salary:

- As per the rule of the Embassy

Selection Method:

- Interview

**Embassy of Nepal,
Washington, DC**

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WEB: us.nepalembassy.gov.np/www.nepalembassyusa.org