



RE-VACANCY ANNOUNCEMENT

First Time Published Date: 15 December 2023

(Those who have already submitted applications before are not required to resubmit.)

The Embassy of Nepal, Abu Dhabi announces the vacancy for the following post with the following requirements:

- 1. Assistant Public Relations Officer- 1 (One)**
- 2. Requirements:**
 - a. Education: Bachelor's Degree in any discipline from any recognized university.
 - b. Language: English and Arabic (fluent in writing and speaking)
 - c. Experience: Prior experience in a related field will be an added advantage.
 - d. Valid UAE light motor vehicles driving license.
 - e. Working knowledge of Microsoft Office and handling websites and social media.
 - f. Age: 21-35
- 3. Contract Period:** Six Months (may be renewed as per the performance of the Employee and requirement of the Embassy)
- 4. Mode of Selection:** Short listing, written test, and interview.
- 5. Salary and other Facilities:** As per Embassy Rules
- 6. Job Description**
 - a. Handling the complaints of Nepali nationals and resolving them in a timely manner;
 - b. Following up on the complaints, updating complaint information and maintaining the database regularly;
 - c. Representing the Embassy at different offices like courts, police stations, ministries, municipalities, airports and other government and private entities on time, as and when required, in terms of facilitating the works of the Embassy;
 - d. Pursuing the pending cases in the UAE courts, police stations and any other concerned entities;
 - e. Travelling within the UAE as required for facilitating official activities;
 - f. Assisting in Visa/Protocol/Consular matters;
 - g. Producing documents, factsheets, presentation on Microsoft Office and handling website and social media.
 - h. Report writing;
 - i. Working on tourism, trade and investment promotion of Nepal in the UAE;
 - j. Assisting in organizing Receptions/Dinners;
 - k. Taking care of office maintenance;
 - l. Supporting Demand Letter attestation;
 - m. Driving office vehicles as per the need of the Embassy;
 - n. Preparing monthly report including work details carried out throughout the month and furnishing it within every 7th day of the end of the month (as per Nepali calendar);
 - o. Except as otherwise provided herein, the Employee may be assigned to any jobs/works as per the requirements of the Embassy.

The interested, competent, and qualified candidates who meet the abovementioned criteria are requested to submit their application along with the latest Curriculum Vitae at eonabudhabi@mofa.gov.np before 23 January 2024.

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

**Embassy of Nepal, Abu Dhabi
United Arab Emirates
17 January 2024**