



## **VACANCY ANNOUNCEMENT**

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

- 1. Light Vehicle Driver/Messenger- 1 (One)**
- 2. Requirements:**
  - a. Education: Basic reading and writing.
  - b. Language: Nepali, knowledge of other languages (Hindi, English and Arabic) will be preferable.
  - c. Experience: Prior experience for VVIP and VIP dignitaries driving luxury cars and also in a related field will be an added advantage.
  - d. General knowledge of vehicle.
  - e. Valid light motor vehicles driving license.
  - f. Age: Above 21 years old.
  - g. Eye Power: Good visual power
- 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 and interview.
- 5. Salary and other Facilities:** As per Embassy Rules
- 6. Job Description**
  - a. Handling the telephone of the Embassy;
  - b. Travelling within the UAE as required for official activities;
  - c. Assisting in Visa/Protocol/Passport/Consular matters;
  - d. Assisting in Crowd management;
  - e. Working on tourism, trade and investment promotion of Nepal in the UAE;
  - f. Assisting in organizing Receptions/Dinners/seminars/meetings;
  - g. Driving Embassy's vehicles during VVIP/VIP visits and travelling via most efficient routes using navigation applications;
  - h. Driving office vehicles as per the need of the Embassy and complying with road/traffic regulations at all the times;
  - i. Taking care of office maintenance and office gardening;
  - j. Supporting Demand Letter attestation;
  - k. 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 [enabudhabi@mofa.gov.np](mailto:enabudhabi@mofa.gov.np) before 15 March 2024.

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

**Embassy of Nepal, Abu Dhabi  
United Arab Emirates  
01 March 2024**