



VACANCY ANNOUNCEMENT

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

1. Office Secretary/Interpreter- 1 (One)

2. Requirements:

- a. Education: Bachelor's Degree in any discipline from any recognized university.
- b. Language: English and Arabic (fluent in writing, speaking, translation from Arabic to English and English to Arabic, and interpretation)
- c. Experience: Prior experience in the related field will be an added advantage.
- d. Valid UAE light motor vehicles driving license.
- e. General Knowledge of UAE Law and local society.
- f. Ready to work extended hours.
- g. Age: 21-40 Years
- h. **Computer Skills:**
 - i. Microsoft Office Suite (Word, Excel, Powerpoint, Outlook, Graphics and Designing)
 - II. Google Workspace (DoCS, Sheets, Slides, Gmail, Calendar)
 - III. Email Management: Proficiency with email clients (Outlook, Gmail) for professional communication.
 - IV. Instant Messaging and Video Conferencing: Tools like Microsoft Teams, Zoom, Skype for real-time communication and meetings.
 - V. PDF Software: Using Adobe Acrobat or similar tools to create, edit, and manage PDFs.
 - VI. Cloud Storage Services: Managing files using OneDrive, Google Drive, Dropbox, etc.
 - VII. Basic Database Skills: Understanding of database software like Microsoft Access or SQL basics.
 - VIII. Web Browsing: Efficient use of web browsers for research.
 - IX. Online Information Verification: Ability to verify the accuracy of information found online.
 - X. Cyber security Awareness: Understanding basic cyber security practices to protect sensitive information.
 - XI. Data Entry: Accurate and efficient data entry skills.
 - XII. Troubleshooting: Basic troubleshooting skills for resolving common computer issues.

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. Managing the Ambassador's schedule for meetings and appointments;
- b. Preparing Diplomatic Notes, Drafting correspondence, as required, including translation;
- c. Providing accurate and timely translations of key documents and media news reports;
- d. Preparing an up-to-date database of diplomatic contact details in the UAE;
- e. Analyzing local media, government policies, international organization reports, economic indicator and any other relevant materials and reporting it to the Embassy;
- f. Supporting the Embassy's diplomatic staff in preparing periodic reports by collecting and providing the latest information;
- g. 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;
- h. Developing a sound network with government as well as key private entities and supporting the Ambassador and diplomatic staff in facilitating diplomatic engagement;
- i. Promoting tourism, trade and investment of Nepal in the UAE;
- j. Travelling within the UAE as required for facilitating official activities;
- k. Assisting in organizing National Day Reception/ Dinners/Workshops/Seminars/Conferences and making registration, preparing guest list, sending invitation and making R.S.V.P., etc.
- l. Taking care of office maintenance;
- m. Ensuring availability on mobile phone calls;
- n. Drafting monthly report on Embassy's activities and submitting it in the first week of succeeding month as per Nepali calendar;
- o. Coordinating with the Ministry of Foreign Affairs of the UAE and Assisting in Visa/Protocol/Consular/Immigration/visits and all concerned matters as and when required.
- p. Producing documents, factsheets, presentation on Microsoft Office and handling website and social media, designing Invitation Cards, Banners, and leaflet as required.
- q. Driving office vehicles as per the need of the Embassy;
- r. 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 conabudhabi@mofa.gov.np by Monday 17 June 2024.

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

Embassy of Nepal, Abu Dhabi
United Arab Emirates
03 June 2024

