



नेपाली राजदूतावास, सिओल
Embassy of Nepal, Seoul
주한 네팔 대사관, 서울

Vacancy Announcement

Ref No. : 78179

Applications are invited from the suitable candidate (Korean citizen only) for the following vacant post in this Embassy.

Job Title: Office Assistant

Work Responsibilities: Cleaning office (including rooms, rest rooms, kitchen, garage), serving guests and members of embassy, washing dishes, gardening, general office works such as photocopying, scanning, responding telephone, assist/guide service seeker and other jobs as required by the mission.

Skill Requirement: Fluency in English and Korean Languages (both written and spoken). Further knowledge of Nepalese Language will be an advantage. Skill in operation of general office equipment. Knowledge of basic computer.

Experience: (Similar job experience will be regarded as advantage for selection)

Minimum Qualification: High School Diploma (Grade 12) or equivalent. (Higher qualification will be plus point)

Age limit: 21-55

Salary: As per Nepal Government rules and regulations

Only short-listed candidates will be called for interview and the date of interview will be informed through telephone.

The selected candidate will be appointed in contract basis for one year with 3-month probation period and the contract will be renewed every year on the basis of work performance.

Interested candidates can send their application via email or post along with full CV, Academic Certificates, Health Report, Police Report, Computer Proficiency Certificate, Experience Certificate, Passport or citizenship copy not later than 30 July 2021 from the date of this notice publication. The candidate should present their original documents at the time of Interview.

Embassy of Nepal, Seoul

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