



नेपाली राजदूतावास
EMBASSY OF NEPAL
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

Published Date: 16 January 2024

The Embassy of Nepal, Kuala Lumpur is seeking applications for the following vacant position on full time Contract Basis at the Embassy.

1. Position: Public Relation Officer: 1 (One)

Contract Period: From the date of appointment to 15 July 2024 (Renewable Annually)

The position will mainly include the following duties and responsibilities:

- ❖ Collection of Demand Letters submitted for attestation
- ❖ Record keeping of Collection, Attestation and Distribution of Demand Letters
- ❖ Documentation of complaints received from Nepali nationals via email/phone
- ❖ Assistance to Nepali nationals in resolving employment related grievances
- ❖ Assistance to Nepali nationals in resolving immigration related issues
- ❖ Communication/Coordination with relevant Malaysian stakeholders including government agencies, and employers
- ❖ Follow up on issues of Nepali nationals related to courts and criminal matters
- ❖ Possible long-distance travel within Malaysia
- ❖ Support to other Embassy units (demand attestation/passport/visa) as required
- ❖ Undertake any other duties as directed by the Head of Mission and other diplomatic staff of the mission
- ❖ Adhere to the guidelines, rules and regulations issued by the Embassy

Candidates should meet the following criteria:

- ❖ Academic Qualifications: Bachelor's Degree or Equivalent in any Disciplines
- ❖ Possession of a driving license (car) and the demonstrated ability to drive efficiently
- ❖ Comprehensive knowledge of basic information technology (Microsoft Word, Excel, Power Point) and social media. Ability to type in Nepali is expected.
- ❖ Good command over English and Bahasa (written and spoken); good knowledge of Chinese language could be an added advantage.
- ❖ Working Experience in the post of Asst. Public Relations Officer or equivalent post would be a strong asset.
- ❖ Ability to work flexible hours according to the needs of the Embassy
- ❖ Applicant must be a Malaysian/Nepali national or a permanent resident in Malaysia within the age of 20-45 years.

Salary, Overtime & Leave:

- ❖ The Embassy will pay a salary of around **USD 1300**(American Dollar One Thousand and Three Hundred only) per month.
- ❖ Overtime will be paid as per the decision of the Embassy.
- ❖ There shall be a maximum of thirty paid leaves annually.

All interested individuals can send their applications (Motivation Letter, CV, Certificates - combined as a single pdf at conkualalumpur@mofa.gov.np, no later than January 31, 2024. Applicants will be notified for the written exam upon acceptance of their applications by 4 February 2024.

Written Exam:

- Date: 7 February, 2024
- Time: 10 am
- Venue: Embassy of Nepal, Kuala Lumpur (Level 9)

*** Only shortlisted candidates will be called for interview.**

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VACANCY ANNOUNCEMENT

Published Date: 16 January 2024

The Embassy of Nepal, Kuala Lumpur is seeking applications for the following vacant position on full time Contract Basis at the Embassy.

2. Position: Assistant Public Relations Officer: 2 (Two)

Contract Period: From the date of appointment to 15 July 2024

The position will mainly include the following duties and responsibilities:

- ❖ Documentation of complaints received from Nepali nationals via email/phone
- ❖ Assistance to Nepali nationals in resolving employment related grievances
- ❖ Communication/Coordination with relevant Malaysian stakeholders including government agencies, and employers
- ❖ Follow up on issues of Nepali nationals related to courts and criminal matters
- ❖ Handling of the Embassy Hotline Number
- ❖ Possible long-distance travel within Malaysia
- ❖ Support to other Embassy units (demand attestation/passport/visa) as required
- ❖ Undertake any other duties as directed by the Head of Mission and other diplomatic staff of the mission
- ❖ Adhere to the guidelines, rules and regulations issued by the Embassy

Candidates should meet the following criteria:

- ❖ Minimum Academic Qualifications: Intermediate Level of education (10+2, A level, IB Diploma, Pre-University Secondary Upper Form Six/Secondary Senior Middle 3/Secondary Year 6 level etc.)
- ❖ Possession of a driving license (car) and the demonstrated ability to drive efficiently
- ❖ Comprehensive knowledge of basic information technology (Microsoft Word, Excel, Power Point) and social media. Ability to type in Nepali is expected
- ❖ Good knowledge of Nepali and English (written and spoken); good knowledge of Bahasa Malaysia is considered a strong asset
- ❖ Ability to work flexible hours according to the needs of the Embassy
- ❖ Applicant must be a Malaysian/Nepali national or a permanent resident in Malaysia within the age of 20-45 years.

Salary, Overtime & Leave:

- ❖ The Embassy will pay a salary of around **USD 900** (American Dollar Nine Hundred only) per month.
- ❖ Overtime will be paid as per the decision of the Embassy.
- ❖ There shall be a maximum of thirty paid leaves annually.

All interested individuals can send their applications (Motivation Letter, CV, Certificates - combined as a single pdf at eonkualalumpur@mofa.gov.np, no later than January 31, 2024. Applicants will be notified for the written exam upon acceptance of their applications by 4 February 2024.

Written Exam:

- Date: 7 February, 2024
- Time: 10 am
- Venue: Embassy of Nepal, Kuala Lumpur (Level 9)

*** Only shortlisted candidates will be called for interview.**