



नेपाली महावाणिज्यदूतावास, छेन्दु

尼泊尔驻成都总领事馆

Consulate General of Nepal

Chengdu People's Republic of China



VACANCY ANNOUNCEMENT

(First Published Date: 22 December 2024)

The Consulate General of Nepal in Chengdu would like to call applications from interested Chinese nationals for the position of **Office Secretary**.

Required Qualifications:

- Academic qualification: Minimum of master's degree in any subject
- Excellent in English and Chinese language
- Good communication and inter-personal skills
- Proficiency in computer, ICT, office software and documentation
- Previous experience in related field is preferred
- Familiarity with domestic laws including VAT/tax refund procedures
- Residents of Chengdu Region and candidates with driving licence are encouraged to apply

Major Duties of the Position: Handling public relations of the Consulate General, liaison and coordination with government agencies and private sectors, translation of documents from Chinese to English and vice-versa, authentic interpretation in meetings and events, maintaining schedules and appointments based on office calendar, facilitations for delegations and visits, other tasks as required by the office.

Selection Criteria: Applications that do not meet required qualifications or are submitted beyond deadline will not be entertained. Only shortlisted applicants will be contacted for an interview. The selection process and the service contract of the office secretary will be governed by **Nepal Government's Directive relating to Management of Local Staffs working in Foreign Missions of Nepal, 2015**.

Interested applicants should send their application via email to cgnchengdu@mofa.gov.np. **Detailed Personal Resume, ID Card, Police Report, Education and work experience certificates** (advised to submit the English notarised copies of certificates) must be included with the application.

The deadline for submission of application is 5th January 2025 (Sunday), 17.00 hrs.