



Vacancy Announcement

for the position of Assistant Public Relations Officer-1

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The Embassy of Nepal, Manama, is seeking a suitable candidate for the following position at the Embassy to be recruited on a contract basis and for full-time working hours. All interested and eligible individuals with valid Bahraini ID (CPR) & visa are requested to send their application to eonmanama@mofa.gov.np no later than 30 January 2024.

Position/Number: Assistant Public Relations Officer (one)

Contract Period: Six months from the date of appointment (Renewable: provided the performance is satisfactory)

Duties and Responsibilities:

- Assist in general administrative tasks as assigned by the Embassy
- Assist in handling labour issues and managing the labour help desk
- Facilitate visitors coming to the Embassy for labour, consular, passport and visa services
- Handle telephone inquiries, mails, and information updates
- Process labour and consular papers
- Support event management and logistics

Qualification & Skills:

- 10+2/Intermediate degree from a recognized institution
- Basic computer knowledge (word, excel, PowerPoint & email)
- Basic Knowledge of Nepali and Bahraini Labour Law
- Fluent in English (Basic Arabic language is an advantage)
- Having a Bahraini driving license
- Having good public relations skills
- Strong Interpersonal & Communication Skills and Capable of Multi-tasking

Documents Required:

- Application letter
- Copy of Bahraini CPR
- Copy of Bahraini Driving License
- Copy of Passport
- One Photograph
- Updated Resume/CV

Salary and Leave: As per the rule of the Embassy

Only Short-listed candidates will be called for language test and interview.

Embassy of Nepal

Manama, Kingdom of Bahrain

15 January 2024