



**Swami Vivekananda Cultural Centre  
Embassy of India, Kathmandu**

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**VACANCY ANNOUNCEMENT**

Applications are invited from the eligible candidates for the post of Programme Officer in the Embassy of India / Swami Vivekananda Cultural Centre, Kathmandu. The applicants should have the following essential qualifications and experience:-

- A university degree in journalism, communications, culture, international relations or a related field.
- A minimum of 3 years' relevant experience in managing programmes, cultural projects, and public relations within national or international organisations.
- A strong understanding of the cultural contexts of Nepal and India.
- The ability to work independently and innovatively.
- Proven ability to develop and maintain high-level contacts within cultural, governmental and educational sectors is essential.
- Excellent writing, editing, and verbal communication skills in both English and Nepali.
- Proficiency in drafting programme materials, social media posts, press releases and reports in both English and Nepali.
- Demonstrated experience in using computers, office software, and design tools (such as MS Word, Excel, Adobe Photoshop, Canva, etc.) is essential.
- Perform other related duties as and when assigned by the Embassy.

**Age Limit: 20 to 35 years**

2. Interested candidates should submit their applications, along with the latest CV, two passport-sized photograph and photocopies of educational qualifications and experience certificates, latest by 23rd March 2025. Applications can be submitted in hard copy at the Main Gate of the Embassy of India, Kathmandu, or by email to [icc.kathmandu@mea.gov.in](mailto:icc.kathmandu@mea.gov.in). The subject or envelope should be clearly marked "**Application for the Post of Programme Officer SVCC, 2025.**" Only shortlisted applicants will be informed for interview by phone calls.