

**Embassy of India
Berlin**

Vacancy for local post of Translator-cum-Interpreter in the Embassy of India Berlin

The Embassy of India, Berlin, invites applications from suitable candidates for the full-time position of local post of Translator-cum-Interpreter in the Mission. The full time position is vacant as of immediately.

I. Tasks:

You will be part of a small team and enjoy a demanding and diverse job helping with the work in the Mission, which includes:

1. Daily translation of German News to English.
2. Monitoring of German news on Television, Parliamentary debates, press briefings, conventions etc. and prepare reports in English on the same.
3. Whisper Translation (German-English) for officials in the Mission.
4. Liaising with relevant German authorities in the Ministries and Parliament.
5. Maintaining timely correspondence with Indian/German authorities.
6. Any other tasks as directed from time to time.

II. Eligibility:

1. **Educational qualifications:** Minimum bachelor's degree in German or English language or equivalent vocational training and work experience. Recognised Diploma or certificate course in Translation-cum-Interpreter from German to English and vice-versa.
2. **Language proficiency:** Speak, read and write fluently in English and German.
3. **Residence status:** German or EU citizen (with valid work permit, if required) or any other national with valid residence and work permit (a copy of valid residence/ work permit may please be provided along with application for the post).
4. **Computer skills:** Minimum MS office package and other IT knowledge of advantage
5. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable
6. **Abilities:** Interpersonal skills. Listening, speaking and writing skills, Intercultural competence & Pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks.
7. **Age:** This position is ideal for a young person between 23 to 35 years.

III. Our offer:

You will be working in an interesting, international environment in a job relevant to Berlin as the capital city of Germany.

Your starting pay would be €2,565/- gross in the pay scale of €2565-77-3720-112-4840-145-6290 (beginning pay – annual increment to your monthly pay in three stages – end pay).

In addition to the gross pay, the Embassy will pay the employer share to the German Social Security Package. The remuneration package also includes statutory leave.

IV. To apply:

You can apply by email to: hoc.berlin@mea.gov.in, Subject: "Application for the local post of Translator-cum-Interpreter in the Mission"

You can apply by **post** to:

**Head of Chancery
Embassy of the Republic of India
Tiergartenstr.17
10785 Berlin**

Deadline for applications:

27 December 2018