

Vacancy Advertisement

Position 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 Junior Translator in the Mission. The full time position is vacant as of 01.10.2024.

Job Position: Junior Translator

Job Description:

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.

Essential Qualifications:

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). ****Student visa holders may not apply.***
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:** Between 23-35 Years.

Location – Berlin

Available for Joining w.e.f. from – 01.10.2024

Number of Vacancies - 1

Starting Salary (EUR) - Starting pay: EUR 2565 plus 23.5% COLA in the pay scale €2565-77-3720-112-4840-145-6290 (beginning pay- annual increment to monthly pay in three stages-end pay). In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

To Apply - One Covering Letter, Curriculum Vitae (CV), valid work and residence permit can be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for Junior Translator in the Mission'

Note: Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness.

Application Deadline: 23 August 2024
