



Посольство Индии
Астана, Казахстан
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No.Ast/Admn/579/04/2015

14 October 2024

Applications are invited for the post of Interpreter in the Embassy of India, Astana, which will be vacant w.e.f. 11.11.2024. Following are the details regarding the vacancy.

Terms of Employment:

- Full time permanent position (upon completion of probation)
- Salary : starting at US\$ 1200/-.
- Annual Bonus (one month's salary) on completion of one year of service
- 21 days' Annual leave on completion of one year of service

Qualifications:

- University Degree (Language Interpretation & Translation major) or equivalent specialization (Foreign Languages : English; Foreign Philology; International Relations)
- Good administrative, organizational and time management abilities
- Fluency (both oral and written) in English, Russian and Kazakh language
- Good computer skills (including word processing, excel, email)
- Excellent communication skills
- Willingness to learn and develop new skills
- Previous experience(3-5 years) of similar work would be desirable
- Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.

Age : Between 21-35 years

Areas of Responsibilities :

- Translation of relevant articles from local newspapers, documents, letters, Note Verbales etc. proof reading, editing and reviewing translated materials.
- Consequent interpretation during meetings and preparation of record of discussions/minutes of the meetings.
- Transcription of lectures/speeches.
- Handling of correspondence/emails and manage work schedules to meet given deadlines.
- Compilation of media reports and preparing summaries.
- Coordination with local government bodies, organizations & diplomatic missions.
- Maintain lists of contacts, relevant databases.
- Compile information such as technical terms used in international relations to be used in translation.
- Maintaining of officers appointments schedule as and when required.

- Protocol duties with visiting delegation as and when required.
- Other tasks as assigned by the Embassy.

Application Deadline: CV alongwith covering letter in English must reach the Embassy by **30th October 2024.**

CVs may be sent to the following address by mail or e-mail :-

**Administration Division,
Embassy of India
10th Floor, 62 A, Kosmonavtov, Astana, Kazakhstan
Email: adm.astana@mea.gov.in**