

Embassy of India
Ljubljana

**Vacancy for the local post of Translator/Interpreter in the Embassy of India,
Ljubljana**

Embassy of India, Ljubljana invites applications from suitable candidates for the full time position of Translator. The successful candidate will be appointed in the **Pay Scale of Euro 1640-49-2375-71-3085-93-4015 (Gross Basic Pay)**. Cost of Living Allowance (COLA) @ 18.47% of the gross basic pay will be paid additionally. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. **Job Description:** The successful candidate is expected to perform duties of Translator/Interpreter and other official work assigned to him/her.

3. **Candidates fulfilling the following requirements are welcome to apply:**

(i) **Educational qualifications:** University Degree in Translation Course (English to Slovenian)

(ii) **Language Proficiency:** Proficiency in English and Slovenian (speaking, reading and writing).

(iii) **Experience: (a) Essentials:** Interpreting, translation of diplomatic notes, official correspondence and texts for office and general use, translation of news items, creation of news briefs and posting information on the Embassy website. Good computer skills, ability to provide administrative support services and website updates.

(b) Desirable: Good PR skills, experience with media and press

(c) Technical Skills: Libre/MS office and good IT skills. Ability to resource, review and manage data accurately. Understands and can apply best practice to content creation.

(d) Personal Skills: Ability to provide additional administrative support as required. Discretion. Maintenance of professional demeanor. Team maker.

4. **How to apply:** Interested candidates, residents in Slovenia holding permanent residency card of Slovenia, may apply by **August 14, 2024** at e-mail inf.ljubljana@mea.gov.in or send their application to the following postal address by August 14, 2024:

Embassy of India
Zelezna Cesta 16
Ljubljana 1000

(ii) Candidates applying for the post, are requested to mention "**Application for the post of Translator/Interpreter in Embassy of India, Ljubljana**" in the subject of e-mail/top of the envelope.

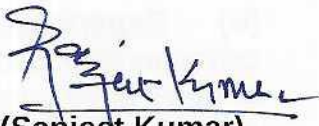
(iii) Candidates are advised to send their application in **English** along with their CV stating their interest and suitability.

5. The vacancy is immediate. Selected candidate will be required to join immediately.

6. **Selection Procedure:** Candidates shortlisted will be contacted for further assessment, including a personal interview. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verification shall be conducted as a part of the hiring process.

7. **Conditions of Employment (MUST BE MET):** The appointment of the successful candidate will be subject to a reliability check obtained by the Management. To conduct the reliability check, the candidate will have to submit the following documents on being selected by the Mission:

- Police clearance certificate
- Professional and Educational Certificates and mark sheets (i.e., academic transcripts)


(Sanjeet Kumar)
Head of Chancery
Embassy of India, Ljubljana