

**Embassy of India
Ljubljana

**VACANCY
Translator/Interpreter**

Embassy of India, Ljubljana invites applications for the full time position of Translator/Interpreter.

2. The successful candidate will be appointed in the starting pay scale of Euro 1640 (gross). Cost of Living Allowance @18.47% of gross basic pay will be paid additionally. The remuneration package will include mandatory Employer's Social Security Contribution.

Nature of Work

- (a) Written translation and oral interpretation from English - Slovene / Slovene – English
- (b) Translation of diplomatic notes, official correspondence and texts for office and general use
- (c) Translation of news items and preparation of daily/weekly media reports in English from local media sources
- (d) Managing Embassy's website and social media accounts in English and Slovene, including preparation and posting of digital content
- (e) Liaison with local media organizations and organization of press meets etc

Educational qualifications

University Degree in Translation Course (English to Slovenian)

Essential Skill sets

- (a) Excellent command of English and Slovene (reading, writing and speaking)
- (b) Ability to translate/interpret from English to Slovene and vice versa
- (c) Proficiency in IT skills including creation and editing of digital content such as digital posters, banners, posts, short videos
- (d) PR skills and ability to engage with local media and resource persons

3. Candidate must be resident in Slovenia with permanent residency card of Slovenia.

4. Interested candidates may apply at e-mail adm.ljubljana@mea.gov.in or send their application to the following postal address:

**Embassy of India
Zelezna Cesta 16
Ljubljana 1000**

5. Last date for application is **September 06, 2025**.

6. Applicants are requested to write **"Application for the post of Translator/Interpreter in Embassy of India, Ljubljana"** in the subject of e-mail/top of the envelope.

7. Candidates may send their application in **English** along with their CV stating their interest and suitability.

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

Selection Procedure

9. Shortlisted candidates will be contacted for further assessment, including tests to assess the applicant's qualifications, language and IT skills as well as a personal interview.

Mandatory Conditions

The appointment of the successful candidate will be subject to a reliability check obtained by the Administration for which the candidate will have to submit the following documents:

- Police clearance certificate
- Professional and Educational Certificates and mark sheets/academic transcripts



(Uma Dhyani)
Head of Chancery
Embassy of India, Ljubljana
14/08/2025