



भारत का प्रधान कौंसलावास, ओसाका-कोबे
在大阪・神戸インド総領事館
Consulate General of India, Osaka-Kobe

No. KOB/579/03/2024

Dated: 17.06.2024

ADVERTISEMENT FOR INTERPRETER IN CONSULATE GENERAL OF INDIA

Consulate General of India invites applications from enterprising and diligent Japanese nationals and foreign nationals (holding residency card/work permit valid in Japan) for the post of Interpreter.

Post:	Interpreter
Number of Post:	One
Working hours	0900-1730 hrs (5 days a week). Selected candidate may be required to work beyond prescribed office hours or on weekends/holidays, if needed.
Age	Preferably 20-35 years old
Monthly Salary:	JPY 3,00,000/- and admissible COLA with annual increments subject to satisfactory completion of service
Essential Qualification:	(i) Degree from a recognized University (ii) Certificate of English proficiency
Desirable Qualification	(i) Higher educational qualification (ii) Proficiency with word processing, spreadsheet and presentation software (Linux, LibreOffice, Microsoft Office)
Knowledge	Working knowledge of office management, including organizing files and papers, drafting correspondence, plan and finalizing programs. Planning and organizing social events.
Skills	MS Word, Excel, Power Point, Access and related features (essential); mail merge, database management (preferred). Translation/interpretation experience in meetings/formal gathering will be desirable.
Experience	Three years of work experience (preferred if worked in Government Ministries / Departments, International Organisations viz United Nations, Consulates etc)
Language	Fluent in Spoken and Written English and Japanese. Must be able to translate letters/emails from English to Japanese and vice versa.
Nature of Duties	Interpretation at official/representational events held under the aegis of the Consulate General of India. Assist CG office in cultural, administrative and related work areas. Maintain Consul General's schedule of visits/appointments. Additional responsibilities as assigned from time to time.

Tel: +81 6 6261 7299/9299 | Fax: +81 6 6261 7799 | Email: cons.osakakobe@mea.gov.in (Passport/Visa) ; admn.osakakobe@mea.gov.in (General)

〒541-0056 大阪市中央区久太郎町 1-9-26 ルーシッドスクエア船場 10 階
10th floor, Lucid Square Semba, 1-9-26 Kyutaromachi, Chuo Ward, Osaka 541-0056

Essential Functions:	<p>(i) As interpreter during official meeting, seminars, commercial, cultural, outreach activities of the Post and during incoming delegation visits to Japan. Helping prepare pamphlet, brochures for various cultural events as required. Assist in arranging meetings with relevant officials of prefectural governments, city governments as well as with various Chambers of Commerce, Trade Associations, etc</p> <p>(ii) Translate documents from Japanese to English and vice versa.</p> <p>(iii) Assist in organizing cultural/commercial outreach events from time to time</p> <p>(iv) Assisting with logistical arrangements for Consulate General and officials from time to time for CGs official programs events.</p> <p>(vi) Work might occasionally involve outstation stay</p> <p>(vii) Selected candidate may occasionally need to work over weekends. Undertake any other assignment as needed</p>
Mode of selection	Written test and interview (Date of test and interview will be notified via email)
How to apply	<p>Interested applicants must submit the following:</p> <p>(i). Details CV/Resume with a cover letter indicating reasons the applicant considers self-suitable for the position</p> <p>(ii). Passport size photograph</p>
Address for correspondence	<p>The Head of Chancery Consulate General of India, Osaka-Kobe Consulate General of India, Osaka-Kobe 10 Floor, Lucid Square Semba 1-9-26, Kyutaromachi, Chuo Ward, Osaka-541-0056 Tel (Gen): 00-81-6-6261-7299/9299 Fax: 00-81-6-6261-7201</p>

Interested candidates may apply for this vacancy and send the CV/Resume, passport size photo by email to hoc.osakakobe@mea.gov.in latest by **15.07.2024**.


(Anil Dutt Raturi)
Head of Chancery