

**Consulate General of India,  
Osaka-Kobe**

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File No: KOB/551/ 1/ 98 (part)  
01/04/2019

Date:

**VACANCY**

**Consulate General of India, Osaka-Kobe is seeking to fill the position of Interpreter/ Social Secretary Application Deadline: 12 April 2019; 17:00 PM**

**Position** : Interpreter/ Social Secretary

**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.

**Salary:** JPY 3,00,000

**Qualifications Required:**

**Education:**

1. Degree from a recognized university.
2. Certificate of English proficiency.

**Experience:** Three-year(s) work experience (preferred).

**Language:** Fluent in spoken and written English and Japanese. TOEIC score over 950 is preferred. Must be able to translate letters/emails from English to Japanese and vice versa.

**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/informal gatherings will be desirable. Hobbies such as origami, Ikebana will add value.

**Duties and Responsibilities:**

- 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.

**Essential Functions:**

- i. As interpreter during official meetings, 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.
- ii. Assist in arranging meetings with relevant officials of Prefectural Governments, City Governments as well as with various Chambers of Commerce, Trade Associations, etc.
- iii. Translate documents from Japanese to English and vice versa.
- iv. Assist in organizing cultural/ commercial outreach events from time to time
- v. Assisting with logistical arrangements for Consulate General and officials from time to time for CGs official programs events.
- vi. Work might occasionally involve travel/ stay in Western Japan and attending outstation meetings/ organize Seminars.
- vii. Selected candidate may occasionally need to work over weekends.
- viii. Undertake any other assignment as needed.

Mode of selection: Written Test & Interview ☒

**Only candidates shortlisted for the position will be contacted.**

Date of Written Test: 16<sup>th</sup> April 2019 (Primarily English to Japanese translation / vice versa)

Date of Interview Test: 16<sup>th</sup> April 2019 (same day)

**How to apply:**

Interested applicants must submit the following:

1. Detailed CV/Resume with a Cover letter indicating reasons the applicant considers self-suitable for the position
2. Completed Application Form in the enclosed proforma
3. Passport size photograph
4. References

**Address for Correspondence:**

**The Head of Chancery,**

Consulate General of India, Osaka-Kobe

10<sup>th</sup> Floor, Semba I.S. Building,

9-26, Kyutaromachi, 1-Chome, Chuo-ku, Osaka 541-0056

Tel (Gen): 00-81-6-6261-7299/9299 Fax (Gen): 00-81-6-6261-7201

e-mail: [kalra.bharti@mea.gov.in](mailto:kalra.bharti@mea.gov.in)

(if emailed, hardcopy may kindly be sent so as to reach before deadline)

**Please note:**

- Only candidates shortlisted for the position will be contacted.
- Canvassing is discouraged
- Hard copy application may be submitted by the deadline.

**Consulate General of India,  
Osaka-Kobe**

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**PROFORMA OF APPLICATION FORM**

**For the position of Clerk**

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

Language	Level of Proficiency (Speaking/reading/writing)	Relevant Certification (if any)
English		
Japanese		
Mention others (if any)		

7. Academic Background:

S.No.	Institution name	Degree/Course	Year	Achievement (s)

8. Work Experience:

S.No.	Organization name	Duration	Position	Key Responsibilities/Achievements

\* Please include experience (if any) related to secretarial work.

Place:

(Signature of the applicant)

Date: