

# **TRANSLATOR**

## **Embassy of India, Rome (Administration Wing)**

### **JOB OPPORTUNITY**

The Embassy of India, Rome, has one vacancy for the post of Translator-cum-Interpreter. We are looking for a suitable candidate to fill up this post.

- Job Profile:**
1. Daily translation of Italian News to English.
  2. Monitoring of Italian news on Television, Parliamentary debates, press briefings, conventions etc. and prepare reports in English on the same.
  3. Whisper Translation (Italian-English) for officials in the Mission.
  4. Translation of business, technical, legal and scientific written materials, literature of political, cultural, economic, technology, These may include letters, reports, news articles, articles, note verbales, brochures, tender documents, emails, and books.

The work may incorporate:

- reading documents
  - writing and editing copy
  - using software and bespoke applications to upload content, if required by a client
  - preparing summaries
  - consulting with experts in a specialist field, if required developing contacts and building relationships with various contacts of the Embassy.
5. Any other tasks as directed from time to time.

#### **Qualification and experience:**

1. Educational qualifications: Master's degree in Translation and Interpreting in Italian or English language/Equivalent
2. Recognised Diploma or certificate course in Translation-cum-Interpreter from Italian to English and vice-versa/Equivalent.
3. Prior work experience.

**Language proficiency:** Speak, read and write fluently in English and Italian.

**Computer skills:** Excellent computer skills, especially typing and knowledge of Microsoft Office Word, Outlook, Excel, Libre Office

**Experience:** Prior work experience in translation/interpreting

**Abilities:** interpersonal skills. Listening, speaking and writing skills, intercultural competence & Proactive approach. Strong management capability and ability to prioritize and deal with multiple tasks.

**Contract:** The successful applicant will be employed for an initial period of 6 months after which he/ she may be considered for a 3 years contract depending upon satisfactory performance. The Gross salary would be Euro 1.851,31 less INPS @9.34% (A2 National Level)

**Selection procedure:** Eligible candidates will be required to appear at a written examination. Only those candidates who are successful in written examination will be called for interview. The selection will be made on the basis of the overall performance of the candidate.

Please send your curriculum vitae in English language along with a Covering Letter to: [hoc.rome@mea.gov.in](mailto:hoc.rome@mea.gov.in), and CC to: [adm.rome@mea.gov.in](mailto:adm.rome@mea.gov.in), with Subject - **'Application for Translation-cum-Interpreter'**. Last date for submission of application is 15<sup>th</sup> November, 2022.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated.

Mere submission of application by the applicant shall not give them the right to be called for selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.