

The Embassy of India, Tokyo is seeking individuals for the post of Interpreter

Last date for applying: 27 June, 2023

Position: Interpreter

Working Hours: 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

Salary: Starting ¥300,000 per month and 3% yearly increment on basic salary.

Qualifications Required: A degree from a recognized university. Certification in English proficiency such as TOEIC, TOEFL etc.

Desirable Experience: At least 2-3 years experience as translator/interpreter (consecutive).

Language: Clear understanding and ability to speak, read and write in English and Japanese. Ability to translate letters/emails from English to Japanese and vice versa.

Knowledge: Good working knowledge of maintaining an office, organizing papers and files.

Skills: Computer knowledge with special emphasis on MS Word and Excel, with a minimum typing speed of 30 words per minute.

- written and verbal fluency in Japanese and English, excellent communication and writing skills
- Ability to translate quickly, confidently and accurately, speak clearly in both languages (Japanese-English) using proper pronunciation, enunciation and polite expressions.

Mental and Physical Health: Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

How to apply:

- 1 Interested applicants must submit the following:
- 2 Detailed CV/Resume with a Cover letter
- 3 Filled Pro-forma Application Form (Link)
- 4 Passport size photograph
- 5 Copy of Educations Qualifications and Work Experience

Submit your application to:

The Head of Chancery
Embassy of India

2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102-0074

Email: hoc.tokyo@mea.gov.in

Tel. No.3262-2391 to 97 - (For enquiries between 0930 hrs to 1700 hrs)

Please note: Only those candidates suitable for the position will be contacted.

**Embassy of India
Tokyo**

PROFORMA OF APPLICATION FORM
For the position of Interpreter

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 interpretation / translation / secretarial work.

Place:

(Signature of the applicant)

Date: