सत्यमेव जयते

EMBASSY OF INDIA
Guatemala

JOB VACANCY FOR THE POST OF INTERPRETER-CUM-SOCIAL SECRETARY

The Embassy of India in Guatemala City invites applications for the positions of Interpreter -cum- Social Secretary from the applicants.

Job description, responsibilities and duties:

- Translation of documents from English to Spanish and Spanish to English and consequent interpretation (Spanish-English, English-Spanish)
- Compile and prepare reports and correspondence
- Liaise with Guatemalan authorities and organizations
- Arrange meetings and appointments and prepare record of discussions
- Maintain list of contacts and database
- Independently coordinate and organize events
- Any other task assigned by the Embassy

Employee perks, benefits:

USD 1465/- (with Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

Personality requirements and skills:

- Fluency (both oral and written) in English and Spanish language
- Good administrative, organizational and time management abilities
- Good communication skills (verbal as well as written)
- The applicant should have two years of related experience
- The person should be cordial and polite in dealing with the visitors and should be willing to learn and develop new skills
- The person should be hardworking and able to solve problems independently

Information about the selection process:

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates thereafter will be called for interviews. Application with complete bio-data may be sent

on or before Friday, 26 August 2022 to:

Attache (Administration), Embassy of India,
8 Avenida, Calle 15-07, Zone – 10, Guatemala city
Email: admn.guatemala@mea.gov.in