

EMBASSY OF INDIA

BEIJING

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Applications are invited from qualified and experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

- **Chinese Translator:** 1 POST (Full time)

Qualifying criteria:

- Bachelor's/ Master's degree in English with major in English-Chinese Translation
- Must be proficient in both English and Chinese.
- Understanding of Grammar
- Possess strong written and spoken communication skills
- Ability to work across all levels, and all teams, with strong communication and interpersonal skills
- Task-oriented with good time management skills
- Excellent MS Office and computer skills.
- Good Typing speed (40 wpm and above)
- Previous experience in translation or editing(atleast 2-3 years of work experience).
- Excellent written and spoken English and Chinese and translation skills.

Job Profile and duties:

- Translation of notes, articles from English to Chinese and Chinese to English, ensures meaning and context are maintained.
- Reads through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into second language, making sure to preserve the original meaning.
- Translates online, video and television media.
- Translates a variety of documents including literary, legal, research, technical, scientific , educational and commercial materials.
- Attend conferences and meetings and act as official translator to mediate discussion.
- Engage and liaise with the Chinese Government Departments
- Interpretation at routine official meetings
- Coordinating the visits of incoming delegations
- Organizing participation in outreach activities.
- Any other duties assigned.

Pay in Hand : RMB 4975 (Approx)

The applications may be sent with latest resume and photograph to the Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. Application should reach by 30th July, 2020

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