



Consulate General of India
Shanghai

No. CGI/SHA/579/1/2021

12 October 2023

Announcement of Vacancy

Applications are invited from eligible Chinese nationals for the vacancy of **Interpreter (Grade.III)** in the Consulate General of India, Shanghai.

Scope of Work

1. Translation from Chinese to English and vice versa
2. Interpretation during official meetings & programmes
3. Preparation of reports and presentations when required
4. Liaison with local government, private and cultural organisations
5. Liaison with other Consular posts in Shanghai
6. Handling emails and official communications
7. Providing secretarial assistance to Consul General

Essential Qualifications/Experience

- Educational qualification: Bachelor degree in any field of humanities or science with a post graduate diploma/degree in Chinese-English and English-Chinese Interpreting & Translation. CATTI qualified candidates preferred.
- Experience: Preference will be given to candidates having prior experience in similar positions.
- Good level of Chinese and English language skills, both written and spoken are required.
- Good communication skills required.
- Computer skills: The candidate should have good computer skills especially in MS Office, Power-point. Excel etc.
- Should be willing to multitask, work under pressure and handle increased workload, if required.
- Should be able to work as a team in a multicultural environment. The applicant should be willing to travel outside Shanghai for official meetings as and when required.
- General awareness about China especially the Eastern China region.

Compensation: Compensation will be on monthly basis and social security will be paid directly to relevant agencies.

How to apply:

1. Eligible applicants may apply with the following documents:
 - (i) Brief resume
 - (ii) 2 passports size photographs
 - (iii) Copies of educational qualifications and other supporting documents.
2. Only shortlisted candidates would be contacted for further interview
3. Last date for receiving applications is 30 October 2023. Applications may be sent either by post or courier or by email to the address below.

**Head of Chancery,
Consulate General of India,
1008 Shanghai International Trade Centre, 2201,
Yan'an (West) Road, Shanghai-2000336, China.
Email: hoc.shanghai@mea.gov.in
Tel: +86 21 6275 8885**