



*Royal Thai Consulate-General,
Chennai*

**ANNOUNCEMENT
No. 1/2023
Vacancy for Translator**

The Royal Thai Consulate-General, Chennai, whose consular jurisdiction covers the southern states of Tamil Nadu, Andhra Pradesh, Telangana, Karnataka, and Kerala, and the Union Territory of Puducherry, is currently seeking eligible and qualified candidates to fulfill its job vacancy for **Translator**. The details are as follows:

Responsibilities

- Carry out relevant administrative duties as assigned, such as operating phone/fax machines, managing front desk, registering incoming and outgoing mail (including electronic mails), drafting correspondence notes, conducting preliminary translation work and etc.
- Carry out consular tasks as required.
- Carry out secretarial duties such as management of schedules and appointments, reserving flights and hotels, drafting itinerary and etc.
- Other tasks as required

Qualifications Required

- A Bachelor's degree in Business, Management or Social Studies.
- Excellent computer skills or have been trained in Microsoft office including Word, Excel and Power Point presentation.
- Excellent command of written and spoken English / Tamil language.

Salary

Starting at INR 25,856 / Month.

Required documents for application

- Curriculum Vitae with the contact information to which one current photo is attached.
- A copy of Aadhaar card or Passport.
- Additional supporting documents e.g. academic certificates, language test scores, letter of recommendations from previous employers and etc.

Submission of application

- Applicants must merge all of the required documents above in a format of one PDF file saved under the following name :
Applicant's first name and last name_ Application. For example,
RajivTamil_Application
and email the application with email heading as "Application for Translator" to the email address : natpatsorn.b@mfa.go.th.
- **Deadline for submission is Tuesday 31 January 2023, 17:00 hrs. (Indian Time).**

Remarks and Timeline

- Only complete applications which comply with the application guidelines will be considered. Late applications will not be accepted. A written exam will be held on **Thursday 2 February 2022** at the Royal Thai Consulate – General, Chennai.
- Final offer of employment is subject to medical and security clearances.

