

Consulate General of India
Hamburg

**JOB VACANCY OF SENIOR CLERK-CUM-TRANSLATOR IN
THE CONSULATE.**

The Consulate General of India, Hamburg invites applications from suitable candidates for the **FULL-TIME** position of Senior Clerk-cum-Translator.

Job Profile

This job is full of variety and you'll need to be able to turn your hand to a multitude of tasks. In addition to the normal duties of a Senior Clerk-cum-Translator our prospective employee may be required to do some or any of the following jobs:

- ☐ Translation of daily news clippings from local German newspapers.
- ☐ Translation German to English and vice versa of regular correspondence.
- ☐ Attending to general telephone calls.
- ☐ Maintenance of the books, films, video, CD and DVD library.
- ☐ Minute taking and any other tasks as directed from time to time.
- ☐ Organizing Cultural & Social Events in Cooperation with the Indian and German Cultural Associations.
- ☐ Protocol works as and when required.
- ☐ Cultural Activity and Events.
- ☐ Maintaining & liaising with German contacts.

Requirements

- ☐ Educational qualification: Minimum Bachelor's Degree or thereof.
- ☐ Good IT skills especially in MS Office, Power point and Excel. Good understanding of computer.
- ☐ Excellent communication skills in English as well as in German.
- ☐ A sound level of accuracy and attention to detail, proof reading and collating complex information into reports.

Soft Skills

- ☐ Dedication and flexibility, Technical understanding and Service oriented.
- ☐ Analytical and structured way of working with a high level of reliability and proactive approach.
- ☐ Communicative and friendly personality with team spirit and intercultural Competence.
- ☐ Ability to multi-task, work under pressure and handle even increased workload on schedule

Contd....2/-

Age

Between 20-35 years.

Residential status

German or any other national with a valid permit to work in Germany.

Salary

Starting initial salary of **€4104/-** inclusive of mandatory social security contributions.

Language proficiency

Essential: Sound English and **German language skills C1- both written and spoken.**

Selection Criteria

After preliminary scrutiny of applications, the suitable candidates will be called for a written test, skill test and/or interview. The Consulate reserves the right to summarily reject the application of any candidate(s) without assigning any reason thereof, and no such decision of the Consulate shall be called into question in any court on any ground.

To Apply - Candidates fulfilling the above requirements may apply with all the supporting documents, including their application for the vacancy, educational qualification, Curriculum Vitae (CV), valid work and residence permit, and email to admn.hamburg@mea.gov.in and cgooffice.hamburg@mea.gov.in, but not later than **30 JUNE 2025**.

Place : Hamburg

Date : 02.06.2025