EMBASSY OF INDIA
BUCHAREST
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JOB VACANCY FOR THE POST OF SOCIAL SECRETARY-CUM-INTERPRETER

The Embassy of India in Bucharest invites applications for the position of Social Secretary-cum-Interpreter

Job description, responsibilities and duties:

- Provide consecutive and informal interpretation between English and the local language during official meetings, calls, social engagements, and events.
- Translate short official texts, notes, speeches, talking points, and routine correspondence, as required.
- Assist in managing the Officer's social and protocol engagements, including official receptions, dinners, and hosted events, ensuring observance of diplomatic protocol and local customs.
- Support preparation of guest lists, seating arrangements, and protocol notes, in coordination with the Mission and host-country authorities.
- Act as a liaison with host-country officials, diplomatic missions, cultural institutions, and other stakeholders on social and protocol matters.
- Coordinate with Mission officers, Residence staff, and external service providers for event-related arrangements and follow-ups on invitations and courtesies.
- Assist in planning and execution of cultural, public diplomacy, and community outreach events, and support interactions with media, academia, and the Indian community, as directed.
- Maintain relevant contact lists and brief records of meetings and engagements, and perform any other duties assigned in connection with official responsibilities.

Minimum qualifications:
University degree in any discipline, Interpreter/Translator Course certificate.

Employee perks and benefits:
Starting pay will be Euro 2100 per month Gross (with Annual Bonus, annual increment, and contribution to Social Security Insurance benefits).

Personality requirements and skills:

- Fluency in English and Romanian (both oral and written)
- Fluent in providing interpretation between English and Romanian, both English to Romanian and Romanian to English.
- Efficient in translating from English to Romanian and from Romanian to English.
- Good administrative, organizational and time management abilities.
- Good communication skills.
- Good IT skills, including proficiency in MS Office, email, and social media platforms such as Facebook and Twitter.
- Preferably a minimum of two years of related experience.
- Cordial and polite in dealing with visitors and willing to learn and develop new skills.
- Hardworking and able to solve problems independently.

Selection process:
Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates will be called for interviews.

How to Apply
Interested candidates may submit their application **in English only**, including:

- Curriculum Vitae (CV)
- Details of educational qualifications (with English translations, where applicable)
- Work experience (if any)
- Visa/residence status in case of non-Romanian
- Contact address, email, and telephone number

Applications should reach the Embassy **on or before 06 November 2026** to:

Attaché (Administration), Embassy of India, 86 Strada Grigore Alexandrescu, District 1
010627 Bucharest, Romania, Email: admn.bucharest@mea.gov.in, Phone: +40 731347728