

Advertisement for the post of Translator in Embassy of India, Helsinki

The Embassy of India, Helsinki invites application (in English) from suitable candidates for filling up full time contractual position of Translator.

Residence Status: Finnish citizen or any other National with a valid Finnish work permit.

Qualification: Bachelor's Degree or above, preference to candidates with degree in translation studies.

Language: Finnish native with proficiency in English.

Documents:

(a) Educational Certificate(s)
(b) Experience certificate(s)
(c) Medical Fitness Certificate (at the time of signing the contract).

Work Experience: Minimum 2 years experience in translation, event organization, social media and marketing with good IT skills. Preference will be given to those with experience with a local government/international organisation.

Responsibilities: The responsibilities of the Translator are as follows:

- All translation work at the Embassy, including but not limited to e-mail correspondence, newspaper articles, invoices and offers, mostly from Finnish into English but also from English into Finnish.
- Interpretation at meetings when necessary.
- Monitor Finnish media and prepare a daily report on important topics in English.
- Social Secretary to the Ambassador for engagement with the media, civil society and political personalities.
- Various tourism promotion activities, including liaising with travel agencies, organising events and corresponding with India Tourism Office.
- Co-manage the Embassy's Facebook page.
- Other special administrative tasks as & when assigned.

Working hours: Full time job. 0830-1700 hrs, Monday to Friday. The candidate should be willing to work occasionally during extended office hours and weekends/holidays depending upon the office requirement.

Pay scale: Starting gross salary - Euros 2850 + 20% additional allowance (deductions as per local laws would be applicable)

Starting date: From 12 January, 2025 (tentative)

Status: Contractual local employee in Embassy

Duration: Until further notice

Interested candidates should email their CV in English to **adm.helsinki@mea.gov.in** by **31st December, 2025** with the subject "VACANCY TRANSLATOR - Name". The shortlisted candidates will be contacted for written and verbal assessment.