



सत्यमेव जयते  
**EMBASSY OF INDIA**  
**Guatemala**

**JOB VACANCY FOR THE POST OF**  
**INTERPRETER-CUM-SOCIAL SECRETARY**

The Embassy of India in Guatemala City invites applications for the positions of Interpreter -cum- Social Secretary from the applicants.

**Job description, responsibilities and duties:**

- Translation of documents from English to Spanish and Spanish to English and consequent interpretation (Spanish-English, English-Spanish)
- Compile and prepare reports and correspondence
- Liaise with Guatemalan authorities and organizations
- Arrange meetings and appointments and prepare record of discussions
- Maintain list of contacts and database
- Independently coordinate and organize events
- Any other task assigned by the Embassy

**Employee perks, benefits:**

USD 1465/- (with Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

**Personality requirements and skills:**

- Fluency (both oral and written) in English and Spanish language
- Good administrative, organizational and time management abilities
- Good communication skills (verbal as well as written)
- The applicant should have two years of related experience
- The person should be cordial and polite in dealing with the visitors and should be willing to learn and develop new skills
- The person should be hardworking and able to solve problems independently

**Information about the selection process:**

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates thereafter will be called for interviews. Application with complete bio-data may be sent

**on or before Friday, 3 March 2023** to:

Attache (Administration), Embassy of India,  
8 Avenida, Calle 15-07, Zone – 10, Guatemala city

Email: [admn.guatemala@mea.gov.in](mailto:admn.guatemala@mea.gov.in)