

Embassy of India
Warsaw

The Embassy of India in Warsaw, offers a position of Interpreter-cum-Translator on **purely temporarily and on contractual basis for a period of approximate 11 months** (from August 2025 to June 2026) to candidates with strong qualifications and experience with attractive remuneration (approx. PLN 11119 gross).

Position: Interpreter-cum-Translator

Requirements:

- Bachelor or Master's degree in any stream, preferably in international relations or linguistics; candidates with qualifications in translation studies will be preferred
- C-1 level competence in English and Polish – both written & spoken.
- Proficiency in computer applications including MS Office, MS Excel etc with good typing speed etc.
- Good knowledge of interpretation and translation from English to Polish and vice-versa;
- Candidates with experience in working with reputed Polish/international organizations or diplomatic Missions will be preferred
- Well developed soft and communication skills and ability to work in a team environment

Broad Responsibilities:

- Providing interpretation during formal/informal meetings and events
- Preparing translations from Polish-English & vice versa
- Organizing and facilitating meetings , and preparing minutes thereafter
- Organizing engagements and maintaining appointments
- Correspondence on routine matters, interaction with public
- liaisoning with local Ministries/Departments/Organizations /vendors

Please send your CV, latest by 22 July 2025, to:

admn.warsaw@mea.gov.in ; estt.warsaw@mea.gov.in

Note : Candidates who are in position to join immediately after selection may only apply.