

**Embassy of India**  
**Warsaw**  
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The Embassy of India in Warsaw, offers a position of Interpreter-cum-Translator to the candidates with strong qualifications and experience with attractive remuneration (approx. PLN 11119 gross).

**Position: Interpreter-cum-Translator**

**Mandatory 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. Candidate with experience in working with reputed Polish/international organizations or diplomatic Missions will be preferred
- Well developed 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
- Liaison with local Ministries/Departments/Organizations /vendors

**Please send your CV, latest by 17 July 2026, to:**

[estt.warsaw@mea.gov.in](mailto:estt.warsaw@mea.gov.in)

**Note : Candidates who are in position to join with effect from 1<sup>st</sup> August 2026 after selection may only apply.**