



**JOB VACANCY: TRANSLATOR / INTERPRETER**

Job Description:

- Undertake general translation work for the Embassy.
- Check original texts or confer with authors to ensure that translations retain the original material's content, meaning, and tone.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Act as translator/interpreter (oral or written) between the Embassy and clients/ contacts/ German government authorities.
- Provide administrative assistance and support to the various operations of the Embassy.

Minimum Qualifications:

- German citizenship/residency;
- Certification in translation studies/linguistics or related discipline and/or proven work experience as a Translator, Interpreter or similar role with fluency in English and German.
- English proficiency, as shown by IELTS/TOEFL or related certificate.
- Excellent proofreading skills with the ability to identify grammar, spelling, and punctuation errors
- Good knowledge of content editing tools and translation software.

Relevant work experience, knowledge of German government public services, and the Filipino language while not required, may be an advantage.

Start of Contract: 01 March 2024

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Applicants are requested to send their Curriculum Vitae with cover letter and photocopy of their passport data page and police clearance / Führungszeugnis by post to the Philippine Embassy, Luisenstr. 16, 10117 Berlin (Attn: Administrative Officer) or by e-mail to [info@philippine-embassy.de](mailto:info@philippine-embassy.de) (cc: [mina.ganzon@dfa.gov.ph](mailto:mina.ganzon@dfa.gov.ph))

Further requirements/documents may be requested from shortlisted applicants

Deadline for submission of application: 18 January 2023

Shortlisted applicants will be interviewed on 18 January 2024.