



**JOB VACANCY**  
**TRANSLATOR / INTERPRETER**  
(CODE 2025-01)

**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, or any other citizenship with residency permit;
- Fluency in English (IELTS/TOEFL certificate an advantage), and German (at least B2 level if non-native);
- Proofreading skills with the ability to write administrative and technical documents;
- Good knowledge of content editing tools and translation software; and,
- Advantage (but not required): Certificate in translation studies/linguistics or related discipline and/or proven work experience as a Translator or Interpreter, or in a similar role.

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

Start of Contract: **January 2026**

Applicants are requested to send their Curriculum Vitae with cover letter 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).

Further requirements/documents may be requested from shortlisted applicants.

Deadline for submission of application: **30 November 2025**.

Shortlisted applicants will be interviewed beginning **December 2025**.