

Embassy of Bangladesh

Ankara Turkey

Vacancy Announcement for the Post of Translator and Interpreter

The Embassy of Bangladesh in Ankara is looking for a full time Translator and Interpreter. The applicant for this post should be in between 25-35 years of age. Only short-listed candidates will be called for interview.

Required Qualifications:

Education: Completion of 4-year degree in Secretarial Science or Business Administration or related field

Prior Work Experience: A minimum of two years of work experience

Language Proficiency: Fluent level of oral and writing ability in Turkish and English

Skills and Abilities:

- Proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated
- Proficient in using the Internet and E-mail and ready to travel at any time
- Ability to translate and interpret from English to Turkish and vice versa
- Ability to present information before any meeting or events for recipients to understand
- Ability to perform all types of secretarial tasks
- Excellent communication skill with ability to ask questions clearly
- Should have interest in having two-way communication
- Desire to perform other administrative tasks as needed by the Authority
- Ability to write letter, note and meeting minutes.

Deadline for Application: Applications in English, together with a CV and other appropriate documents that the applicant may wish to submit with the subject heading “Application for the Post of Cleaner” should reach to the e-mail (ambassador.ankara@mofa.gov.bd) by no later than 25th April 2021.