



Consulate General of India
Shanghai

No. CGI/SHA/579/1/2021

19 October 2021

Announcement of Vacancy

Applications are invited from eligible Chinese nationals for the following vacancies in the Consulate General of India, Shanghai:

1. **Interpreter**
2. **Marketing Assistant**
3. **Clerk**

1. **Interpreter**

Scope of Work

1. Translation from Chinese to English and vice versa
2. Interpretation during official meetings & programmes
3. Preparation of reports and presentations when required
4. Liaison with local government, private and cultural organisations
5. Liaison with other Consular posts in Shanghai
6. Handling emails and official communications

Essential Qualifications/Experience

- **Educational qualification:** Bachelor degree in any field of humanities or science with a post graduate diploma/degree in Chinese-English and English-Chinese Interpreting & Translation. CATTI qualified candidates preferred.
- **Experience:** One year of experience in similar roles in international organizations, foreign Missions/Consular Posts preferred.
- High level of Chinese and English language skills, both written and spoken are essential.
- Good communication skills required.
- **Computer skills:** The candidate should have good computer skills especially in MS Office, Power-point and Excel.

- Ability to multitask, work under pressure and handle increased workload.
- Should be able to work as a team in a multicultural environment. The applicant should be willing to travel outside Shanghai for official meetings as and when required.
- General awareness about China especially the East China region.

Compensation: Compensation will be on monthly basis and social security will be paid directly to relevant agencies.

2. **Marketing Assistant**

Scope of Work:

1. Assisting consulate in all commerce related work.
2. Market research
3. Handling of commercial queries
4. Liaison with local government, private organisations, companies and chambers of commerce
5. Preparation of reports and presentation when required
6. Handling emails and official communications.
7. Basic translation from Chinese to English and vice versa.

Essential Qualifications

- **Educational qualification:** Bachelor degree in Economics/Commerce/Finance/Administration/ Management/Marketing.
- **Experience:** Preference will be given to candidates having prior work experience in similar positions.
- High level of proficiency in English and Chinese
- **Computer skills:** Good IT skills especially in MS Office, Power-point and Excel.
- Ability to multitask, work under pressure and handle increased workload.
- Should be able to work as a team in a multicultural environment. The applicant should be willing to travel outside Shanghai for official meetings as and when required.
- Basic skills in English to Chinese translation required.
- General awareness about China especially the East China region.

Compensation: Compensation will be on monthly basis and social security will be paid directly to relevant agencies.

3. **Clerk**

Scope of Work:

1. Assist in day to day administrative work

2. Processing papers for bill payment
3. Record keeping
4. Handling fax/emails/official communications

Essential Qualifications:

- Educational qualification: Bachelor degree in any field of Humanities or Science.
- Experience: One year work experience in a field relevant to the job description would be preferable
- Good English language skills- both written and spoken.
- Computer skills: Good IT skills, especially in MS Office, Power-point and Excel.
- Ability to multitask, work under pressure and handle even increased workload on schedule

Compensation: Compensation will be on monthly basis and social security will be paid directly to relevant agencies.

How to apply:

1. The applicant should clearly mention the name of post she/he is applying for. A candidate can apply for one or multiple positions announced above.
2. Eligible applicants may apply with the following documents:
 - (i) Brief resume
 - (ii) 2 passports size photographs
 - (iii) Copies of educational qualifications and other supporting documents.
3. Only shortlisted candidates would be contacted for further interview
4. Last date for receiving applications is 26 October 2021. Applications may be sent either by post or courier or by email to the address below.

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