Embassy of India
Kuwait

Advertisement for recruitment of Arabic Interpreter (01 Post)

Embassy of India, Kuwait invites application from suitable candidates for the local post of Arabic Interpreter in the Embassy.

Job Description:

- Translation: Translate news articles from Arabic newspapers and other sources, official documents into English with accuracy and clarity.
- Interpretation: Interpret for official meetings from Arabic to English and vice versa
- Monitoring: Monitor local news, press briefings, and prepare English compilation
- Liaison: Coordinate with relevant Kuwaiti authorities in various ministries for official meetings etc.
- Additional Responsibilities: Undertake other tasks as assigned by the Embassy from time to time.

Qualifications Required:

- Education: Bachelor's degree or diploma in Arabic Translation from a recognized university.
- Language Proficiency: Fluent in both English and Arabic (speak, read, and write). Knowledge of Hindi and/or another Indian regional language is desirable.
- Skills: Strong communication and planning. Proficient in MS Office (Word, Excel, PowerPoint) and social media platforms. Typing proficiency in both English and Arabic.
- Core Competencies: Excellent interpersonal skills, active listening, clear written and verbal communication.
- Management Ability: Strong organizational skills, with the ability to prioritize and manage multiple tasks effectively.

Additional Requirements:

- Residence Status: Must hold valid Kuwaiti residency (transferable).
- Age Criteria: Between 25 and 45 years of age.
- Experience: Minimum of 5 years of relevant experience in a diplomatic, international, or reputed organization.

Emoluments: Starting Salary: KD 850/- + COLA (14.5%).

Location: Embassy of India, Kuwait

To apply: Interested candidates are invited to submit a covering letter, Curriculum Vitae (CV), copy of educational certificates and a valid Civil ID/Resident Permit. Please email your application to admnkuwait@mea.gov.in and CC admnkuwait@outlook.com with the subject line: "**Application for Local Arabic Interpreter**". The deadline for submission is **25th October 2025.**

The selected candidate will have to submit a Health Certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable disease. Also, submit a Police Clearance Certificate from the local authorities.

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