



**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 40 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), and a copy of valid Civil ID/Resident Permit. Please email your application to [admnuwait@mea.gov.in](mailto:admnuwait@mea.gov.in) and CC to [admnuwait@outlook.com](mailto:admnuwait@outlook.com) with the subject line: "**Application for Local Arabic Interpreter**". The deadline for submission is **24th March 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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