



**HIGH COMMISSION OF INDIA
COLOMBO**

VACANCY FOR THE POST OF SINHALA - ENGLISH INTERPRETER

High Commission of India in Colombo requires one Interpreter for Sinhala to English and Vice Versa. Following are the details:

Job Description

- Handling various meetings and conferences
- Online and social media content
- Preparing media reports

Desired Candidate Profile

- Graduate
- Ability to interpreter both simultaneously and consecutively from Sinhala to English and vice versa.
- An excellent command of English and Sinhala.
- Through knowledge of local and international current affairs
- Knowledge of Computers
- Awareness of online news channels
- Awareness of social media
- Confident about speaking in public and have a clear speaking voice
- Skills to interact well with people and work as part of a team

Salary

- The Selected candidate would get a starting salary of more than SLRs.90,000/- per month

The eligible applicants who are in a position to join the High Commission immediately after the selection may apply. Applicants may send their CVs along with copy of relevant documents to: admn2.colombo@mea.gov.in or Attache (Administration), High Commission of India, 36-38, Galle Road, Colombo-03, on or before 16th July 2017. For any further queries, please contact Mr.V.D.Mahto, Attache (Admn) at 011-2336762.

IGH COMMISSION OF INDIA
COLOMBO

VACANCY FOR THE POST OF MARKETING EXECUTIVE

High Commission of India in Colombo requires one Marketing Executive. The post carries monthly emoluments of LKR.-----

Job Description:

- i. Cross departmental co-ordination.
- ii. Co-ordination of meetings.
- iii. Welcoming/Seeing off dignitaries.
- iv. Ensure delightful interaction at all touch points.
- v. Maintaining outgoing/incoming visits chart.
- vi. Any other work assigned.

Desired Candidate Profile:

- *Graduate proficient in English & Sinhala (Tamil will be added qualification)
- *Strong communication & people skills.
- *Good organizational & multi-tasking abilities
- *Good IT skills.
- *Guest relations & problem solving skills
- *Work experience of minimum 2 years in similar field.
- *Age: Minimum-25 years and Maximum -35 years.
- *Presentable & smart

The eligible applicants who are in a position to join the High Commission within one month after selection may apply by -----

Applicants may send their CVs along with copy of documents / degree to :

hoc.colombo@mea.gov.in or com.colombo@mea.gov.in, For any further queries, please contact Mr.V.D.Mahto, Attache (Admn) at 011-2336762 or admn2.colombo@mea.gov.in