



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
ĐẠI SỨ QUÁN CỘNG HÒA PHILIPPIN
HANOI

JOB VACANCY

TRANSLATOR / INTERPRETER

The Philippine Embassy in Hanoi is in urgent need of a Translator/ Interpreter.

Functions:

- (1) Translate documents from English to Vietnamese and Vietnamese to English
- (2) Interpret during meetings from English to Vietnamese and Vietnamese to English
- (3) Act as Liaison Officer with Vietnamese agencies
- (4) Research information on the Vietnamese internet
- (5) Perform other functions as may be assigned

Qualifications:

- (1) proficient in the English and Vietnamese languages
- (2) University degree in English or a related field
- (3) physically and medically fit
- (4) not more than 50 years of age
- (5) able and willing to work overtime, on weekends and holidays

Required documents to be submitted, with English translation:

- (1) Curriculum Vitae, with copy of Passport or Identity Card
- (2) University Diploma and Transcript of Records
- (3) proof of proficiency in Vietnamese-English interpretation / translation
- (4) medical clearance

Salary is negotiable, depending on qualifications.

Those interested may transmit to the Philippine Embassy a letter of application and copies of the required documents at email: hanoipe1977@gmail.com

Applicants shall be subject to personal interview and written and oral examination.

-00000000-

