



Republic of Botswana

VACANCY ANNOUNCEMENT – TRANSLATOR

The Embassy of the Republic of Botswana in Brussels, Belgium is seeking applications from qualified individuals for the position of Translator.

Qualifications Required

- Bachelor's Degree or relevant qualifications in the field
- Proficiency in written and spoken English, French, Dutch (Italian a plus)
- Excellent interpersonal and communication skills
- Fast learner, attentive to details, consecutive interpretation with high level of accuracy, ability to prioritise tasks
- Intermediate IT skills with proficient knowledge of Microsoft Office Suite (Word, Excel, Powerpoint)

Job Summary

- (i) Responsible for all official translations (incoming and outgoing). Consecutive interpretation.
- (ii) Translate a variety of documents including Notes Verbales, letters, legal, research, technical and commercial materials, newspapers, etc.
- (iii) Daily monitoring of local news in countries of accreditation and translates major new items for circulation to diplomatic staff
- (iv) Responsible for assisting the Consular Officer to manage all consular matters including, but not limited to issuing visas
- (v) Receive, register and process visa applications
- (vi) Translate non-confidential correspondence for all Diplomatic Staff
- (vii) General administrative assistance

Remuneration and Benefits

The Embassy of Botswana is an equal opportunity employer and offers competitive salaries as well as ONSS Pension Benefits and additional private medical insurance.

How to Apply

For more information, contact the Embassy of Botswana at +32 2735 2070 or boteur@gov.bw.

Interested applicants can send their Curriculum Vitae (in English) by post to:

Ambassador
Embassy of the Republic of Botswana
Avenue de Tervuren, 169
1150 Brussels
BELGIUM

DEADLINE FOR APPLICATIONS: 30 APRIL 2019

