

Announcement
No. 14/2569

Subject: Job Opportunity for the Position of Interpreter/ Translator
----

The Royal Thai Embassy is seeking qualified candidates for the position of Interpreter/ Translator (1 position).

1. <u>Opening position</u>

1.1 Interpreter/ Translator **(1 position)**: Full-time, long-term employment.
1.2 **Salary: 1,396 EUR gross per month**

2. <u>Job description and responsibility</u>

2.1 Provide accurate consecutive interpretation between Romanian and English during meetings, official visits, consular matters, interviews, events, and other Embassy activities.
2.2 Translate official correspondence, documents, notices, reports, and other materials from Romanian into English and from English into Romanian.
2.3 Assist Embassy officials in communicating with Romanian authorities, institutions, service providers, and other external partners.
2.4 Review translated materials for accuracy, consistency, appropriate terminology, grammar, and clarity.
2.5 Provide linguistic and administrative support for Embassy activities and events, as assigned.
2.6 Perform other duties as assigned by the Royal Thai Embassy.

3. <u>Qualification</u>

3.1 Bachelor's degree from a university or equivalent; a degree in languages, translation, interpreting, international relations, law, or a related field is an advantage.
3.2 Romanian national or holder of a valid legal residence permit allowing the applicant to reside and work legally in Romania.
3.3 Excellent command of Romanian and English, both written and oral. Knowledge of Thai is an advantage.
3.4 Demonstrated interpreting and translation skills, with the ability to convey meaning accurately and appropriately in formal and professional settings.
3.5 Good knowledge of Romanian administrative and institutional terminology; familiarity with diplomatic, legal, consular, or governmental terminology is an advantage.
3.6 Strong communication, interpersonal, organizational, and time-management skills.
3.7 Proficient computer literacy, particularly in Microsoft Office programs, and ability to use online communication platforms.
3.8 Ability to work independently and as part of a team in a multicultural environment, including flexible hours when required.
3.9 High standards of integrity, professionalism, discretion, and confidentiality.
3.10 No criminal record.

4. <u>Applicants shall submit the required documents in person, by post, or via email</u>

- In person or by post: Royal Thai Embassy, Bucharest 12 Vasile Conta Street, Sector 2, Bucharest 020953, Tel.: 021-311-0078, Submission hours: Monday-Friday, 09:00 - 17:00 hrs.

- Via email: Send to thaiemb.bucharest@gmail.com E-mail subject: **Application for the Position of Interpreter/ Translator**.

5. <u>Required documents</u>

5.1 Curriculum Vitae (CV)
5.2 1x1 inch color photo taken no longer than 6 months
5.3 Copy of a valid Romanian ID card
5.4 Academic transcripts (Bachelor's Degree) and relevant documentation of prior education
5.5 Recommendation letter (s) from former employer (s) (if any). Candidates may include additional supporting documents that might assist the Embassy's consideration.

6. <u>Recruitment process</u>

Eligible candidates will be called for an interview and a written test.

7. <u>Recruitment timeline</u>

7.1 Application submission: until 20 October 2026
7.2 Announcement of shortlisted candidates for interview and written test: 22 October 2026
7.3 Written test and interview: 28 October 2026
7.4 Announcement of the successful candidates: 30 October 2026

The list of candidates eligible for the interview and the final result will be announced on the Royal Thai Embassy's website: https://bucharest.thaiembassy.org and the Facebook page. In case of any changes, the Royal Thai Embassy will notify the applicants at the earliest opportunity.

Royal Thai Embassy,
Bucharest.
12 October B.E.2569 (2026)