



High Commission of India
Villa No. 67, KG 9 Av, Nyarutarama
Kigali

The High Commission invites applications for the Post of one Interpreter /Translator.

Eligibility:

- a) Essential: Bachelor's degree from a recognized university in any stream;
- b) Desirable: A degree/course in English; certificate/experience of translation/ interpretation from Kinyarwanda and French to English and vice versa
- c) A minimum of two years' experience in a reputed organization
- d) Age: 25 - 35 years as on 01st September 2026
- e) Language fluency: Fluent in spoken and written English, French and Kinyarwanda
- f) Good knowledge of computers
- g) Well developed communication skills and ability to work in a team environment.
- h) Proficient in handling social media content & posts

Description of duties:

- a) Interpretation during the High Commission's formal/informal meetings and events.
- b) Translation from Kinyarwanda and French to English and vice versa; relevant translation of Mission's posts in social media platforms; administrative work and other official duties assigned from time to time.

Working hours: This is a full-time position, with working hours from 0830 hrs to 1700 hrs, Monday to Friday. The selected candidate should be willing and able to perform duties before/after office hours and weekends, if required.

Pay: Monthly gross salary approx. US\$500-US\$600/-

Position date: Selected candidate will be required to join the High Commission from September 2026.

Last date of receipt of application: 16th August 2026 (1700 hrs local time)

How to apply: Eligible candidates may forward their CVs by email with the subject "Application for the post of Translator/ Interpreter" alongwith latest passport size photograph by email to : hoc.kigali@mea.gov.in and CC to : admn.kigali@mea.gov.in

Selection criteria: Only short-listed candidates would be called for interview