



JOB OPPORTUNITY

29 AUGUST 2024



CONTRACT OF SERVICE: Translator and Interpreter

The Philippine Embassy in Muscat is inviting qualified candidates for the following vacancy:

CONTRACT OF SERVICE: TRANSLATOR AND INTERPRETER

Responsibilities:

- Translate from Arabic to English and vice-versa all documents, correspondences and related communications, and written transactions pertaining to the Philippine Embassy;
- Interpret Arabic to English and vice versa for the Embassy personnel and other parties for communications and transactions pertaining to the Embassy's functions;
- Assist in the performance of the Embassy's assistance-to-nationals function;
- Liaise and coordinate with Omani government agencies;
- Assist in the mapping of Filipinos in Oman; and
- Perform other services that may be required in the exigency of the service.

Qualifications:

- Must be of legal age and a resident in Muscat;
- Must possess a valid residence permit and visa;
- Computer literate and familiar with Google Workspace and other work-related applications;
- Fluent in English and Arabic;
- Has sufficient experience of working in a customer-facing service environment;
- Has reporting and writing skills; and
- Has the ability to work as part of the team and has positive work ethics.

The contract will be for a duration of **three months only** but may be renewed depending on the performance and the need of the Philippine Embassy.

Interested applicants should submit the following requirements to muscat.pe@dfa.gov.ph:

- a. Resumé with cover letter;
- b. NBI Clearance or proof that NBI Clearance is in process; or Police Clearance; and
- c. Scanned copies of the following:
 - Valid passport;
 - Valid resident permit; and
 - Valid visa.

Deadline for submission of applications is on 10 September 2024. All documents will be treated with full confidentiality.

For inquiries, please send an email to muscat.pe@dfa.gov.ph.

Muscat, 29 August 2024

