

VACANCY NOTICE

The Consulate General of India, São Paulo, invites applications for the post of **Interpreter/Translator**.

Terms of Employment

- Full-time position, with confirmation as a permanent employee upon successful completion of the probation period.
- Starting salary: **R\$ 8,400** per month (including statutory deductions/contributions).
- **30 days of annual leave** upon completion of one year of service.

Essential Qualifications

Applicants should possess the following qualifications and skills:

- A university degree or an equivalent diploma with English as a major subject.
- Excellent written and spoken communication skills in **English and Portuguese**.
- Good administrative, organizational, and time-management skills.
- Proficiency in computer applications, including Microsoft Word, Excel, and email.
- Strong interpersonal and communication skills.
- A minimum of **3–5 years of relevant work experience** in a similar role is desirable.
- Candidates must possess a valid **local work permit, resident visa, or other authorization**, as required under Brazilian laws and regulations, to work in a foreign diplomatic mission.
- Knowledge of photo and video editing, as well as experience in managing social media platforms, will be considered an added advantage.

Duties and Responsibilities

- Interpreter/Translator work at the Consulate and meetings.
- Perform official duties and any other work assigned by the Consulate.

How to Apply

Interested candidates should submit their **curriculum vitae (CV)** along with a **cover letter in English** by **email only**.

Application Deadline: 21 August 2026

Email: admn2.saopaulo@mea.gov.in

Shortlisted candidates will be required to appear for a written test covering General Knowledge, India-Brasil International Relations, and Interpretation Proficiency.

VACANCY NOTICE

The Consulate General of India, São Paulo, invites applications for one position of **Chauffeur**.

Terms of Employment

- Full-time position, with confirmation as a permanent employee upon successful completion of the probation period.
- Starting salary: **R\$ 4,600** per month (including mandatory statutory deductions/contributions).
- 30 days of annual leave upon completion of one year of service.

Essential Qualifications

- Secondary School Certificate (High School) or an equivalent qualification.
- A valid Brazilian driving licence of appropriate category for driving light motor vehicles.
- A minimum of **3–5 years of professional driving experience**, preferably with a diplomatic mission, government organization, international organization, or a reputed corporate establishment.
- Good knowledge of traffic regulations and routes within São Paulo and surrounding areas.
- Basic knowledge of vehicle maintenance.
- Ability to communicate effectively in **Portuguese**. Working knowledge of **English** will be an added advantage.
- Good interpersonal skills.

Duties and Responsibilities

The selected candidate will be required to:

- Drive official vehicles for the Consulate and its officers in a safe, courteous, and professional manner.
- Ensure the cleanliness, maintenance, and roadworthiness of official vehicles.
- Maintain vehicle logbooks, fuel records, and service schedules.

How to Apply

Interested candidates should submit their **Curriculum Vitae (CV)** along with a **cover letter in English** by email only.

Application Deadline: 21 August 2026

Email: admn2.saopaulo@mea.gov.in

Only shortlisted candidates will be contacted for a driving test and interview.