

Embassy of Bangladesh
Riyadh-11693, KSA
www.bangladeshembassy.org.sa

Date: 02.09.18


Vacancy Announcement

The Embassy of the People's Republic of Bangladesh in Riyadh invites application from the interested candidates of Bangladeshi National holding valid Iqama of KSA or Saudi National or proficient in Arabic and English with any nationality to fill up the following local based vacant post under the Press Wing of the Embassy.

Name of Post, Salary Scale	Qualification and Experience
Translator cum Computer Operator Salary Scale: SR 2850.00-120-4050.00 (Consolidated) Number of Post: One	<ol style="list-style-type: none">1. Must have a Bachelor or Equivalent Degree from recognized University. Degree from Saudi University will be given preference.2. Must have ability to translate from Arabic to English and English to Arabic.3. Ability to type English and Arabic.4. Ability to maintain official files, manage official programs.5. Should have knowledge about different types of publications.

Conditions:

1. Applicant's age must not be above 35 years. Condition will be relaxed for candidates with previous work experience in mission or reputed Saudi Organisation.
2. Interested Candidate may send their application and CV to email riyadhbdpress@gmail.com or may submit the hardcopy to Press Wing, Bangladesh Embassy, Riyadh, P.O Box. 94395. K.S.A by **20.09.2018**.
3. Application must be included with two recent passport size photographs, copies of academic and experience certificates, copy of valid Iqama and Passport with mobile number and email address.
4. Shortlisted candidates will have to participate in written test, Interview and Practical Test. Candidates have to show their main copy of all certificates during the viva. No TA/DA will be provided for any exam.
5. No Objection letter (NOC)/ Consent letter from the current employer must be submitted.
6. Incomplete, wrong and faulty application and CV will be cancelled. Application submitted after the deadline **20th September 2018 (4.P.M)** will be rejected.
7. The Embassy of Bangladesh reserves the right to cancel the recruitment process at any time. Any influence or solicitation will lead to disqualification for the post.


Mohammed Fokhrul Islam
Second Secretary (Press)

Distribution

1. Notice Board
2. One Highly Circulated National Newspaper of Saudi Arabia
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