

Vacancy Announcement

Translator and Social Secretary for the Ambassador

The Embassy of the Islamic Republic of Pakistan in Tashkent is looking for a Translator and Social Secretary for the Ambassador.

Job Description

- i. Providing basic administrative support to the Ambassador's Office including assistance in making correspondence, appointments, travel arrangements and meetings/engagements etc.
- ii. Extending/receiving invitations on behalf of the Ambassador.
- iii. Making/receiving phone calls on behalf of the Ambassador.
- iv. Receiving/seeing-off guests of the Ambassador.
- v. Preparation of invitations, RSVPs, guest lists, table cards, and table plans of events hosted by the Ambassador.
- vi. Making arrangements for tea/coffee for the Ambassador and guests.
- vii. Providing translation/interpretation services from Russian/Uzbek to English and vice versa.
- viii. Coordinate and organize Ambassador's calendar.
- ix. Create and maintain proper record/database for Ambassador's Office.
- x. Work as a team member with other Embassy staff and assist in arranging different events/activities at the Embassy.
- xi. Any other duty assigned.

Eligibility Criteria/Requirements

Age: From 22-40 years

Education: Minimum 14-16 years education from a recognized and reputed University/Institute

Experience: Prior work experience as Social/Executive/Private Secretary to Ambassadors/CEOs will be preferred.

Language skills: Fluency in English, Uzbek and Russian. Fluency in Urdu or any other UN official languages will be an asset.

Skills: Excellent computer literacy including Microsoft Office required. Experience in office administration and events management required. Excellent organizational, interpersonal and communication skills required.

Interested candidates may send their CVs at pakistanembassytashkent@gmail.com by 20 July 2026.