



## VACANCY ANNOUNCEMENT FOR COMMERCIAL ASSISTANT CUM TRANSLATOR

The Embassy of the Democratic Socialist Republic of Sri Lanka in Ankara invites applications from suitably qualified and highly motivated individuals for the post of **Commercial Assistant cum Translator**.

<b>Post</b> : Commercial Assistant Cum Translator <b>Type of employment</b> : Full-time (Contract basis) <b>Duty Station</b> : Embassy of Sri Lanka, Ankara	
<b>Qualifications and Experience</b>	
<b>Eligibility</b>	Turkish Nationals only
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Excellent command of both English and Turkish (written and spoken)</li><li>• Proven ability in translation (Turkish ↔ English)</li><li>• Strong knowledge of trade and international markets</li><li>• Organizational and project management skills, including coordination abilities</li><li>• Ability to work both independently and as part of a team</li><li>• Excellent interpersonal skills to build strong professional relationships internally and externally</li><li>• Familiarity with multicultural working environments</li><li>• Good IT skills; IT-related certificates are an added advantage</li><li>• Knowledge of Ukrainian and Georgian languages will be considered an asset</li></ul>
<b>Educational Requirements</b>	<ul style="list-style-type: none"><li>• Upper secondary education in a relevant field</li><li>• Diploma/Certificate in Translation</li><li>• Basic/Specialized IT certifications</li></ul>
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Translation of documents (Turkish ↔ English)</li><li>• Assisting the Embassy in identifying international business partners and developing trade and investment opportunities</li><li>• Organizing trade, investment and tourism promotional activities</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Prior experience in a similar field OR recent university graduates with the above skills are welcome to apply</li><li>• Experience in administrative/secretarial work within a diplomatic mission or international organization will be an added advantage</li></ul>
<b>Age</b>	Age between 22 - 35 years

**Application Procedure :**

Interested candidates are requested to forward their self-prepared application/CV in English, along with the following documents:

- Certified copy of Turkish ID Card (Kimlik)
- SGK Registration Card (if available)
- Educational Certificates
- Security Clearance Certificate
- Other relevant supporting documents

**Applications must be submitted by email to [slemb.ankara@mfa.gov.lk](mailto:slemb.ankara@mfa.gov.lk) on or before 30 September 2025**

**Important Notes :**

- Only shortlisted candidates will be invited for an interview (date to be decided by the Embassy).
- Travel/transport expenses will not be reimbursed.
- Telephone inquiries will not be entertained.

**Embassy of Sri Lanka - Ankara**  
**19/09/2025**