

EMBASSY OF THE REPUBLIC OF SINGAPORE IN YANGON

JOB VACANCY **RESEARCHER / TRANSLATOR**

The Embassy of the Republic of Singapore in Yangon is seeking a suitable candidate for the position of **Researcher / Translator**. The position is based in Yangon and may include travels to other States / Regions in Myanmar.

Period of Employment

2-year term contract.

Job Description

News and Social Media Monitoring

1. Monitor Myanmar and English-language media, websites and social media.
2. Provide clear and concise daily news summaries.

Research

3. Conduct research and draft analytical reports on political, economic and social issues.
4. Maintain a database of key Myanmar personalities and organisations.

Interpretation and Translation

5. Accompany Embassy staff on assignments and interpret for them at meetings.
6. Translate documents, including speeches, press releases and media articles.

Protocol / Representational Activities

7. Attend seminars, lectures and public events of interest to the Embassy when required.
8. Liaise with the Myanmar authorities, businesses and other organisations on official matters.
9. Provide administrative and logistical support for the Embassy's appointments, official visits, and representational activities.

Social Media Management

10. Develop, curate and schedule content for the Embassy's Facebook page, where necessary, to promote public diplomacy initiatives.
11. Assist in drafting, translating, and posting announcements on social media.

Requirements

- An inquisitive mind, critical thinking skills, and an interest in Myanmar politics.
- Possess at least a Bachelor's degree, preferably in International Relations, English Language, or similar discipline.
- Native or professional language proficiency in English and Myanmar.
- Possess strong computer skills (particularly in Microsoft Word, Excel, PowerPoint, and Outlook), including familiarity with social media platforms. Some familiarity with data analytics and AI tools will be advantageous.
- Able to work independently with attention to detail and good time management.
- Good interpersonal skills to work effectively in teams.
- Relevant work experience will be advantageous.

Closing Date

Deadline: **Friday, 9 May 2025, 5pm Myanmar Time**

Please send the following as **a single PDF file** by email to Myat_Thandar_Oo@mfa.sg, with the subject: **Application – Researcher / Translator**.

- Cover letter;
- Recent photo and contact details;
- Curriculum Vitae of no longer than two (2) pages; and
- Name and contact details of two referees.

Only shortlisted candidates will be notified. Shortlisted candidates will be required to attend selection tests and interviews at the Embassy.