CIRCULAR NOTE OF THE EMBASSY OF BRUNEI DARUSSALAM IN YANGON

REF: 66/2026

VACANCY ANNOUNCEMENT

Position: TRANSLATOR (Female)

The Embassy is seeking a qualified, organized, and discreet individual to fill the position of Translator to support the Embassy's diplomatic, political and administrative operations. The selected candidate will facilitate cross-cultural communication by accurately translating official documents, correspondence, and verbal interpretation services for diplomatic officers and staff.

Duties and Responsibilities:

- Translate documents and correspondence from Myanmar to English and English to Myanmar.
- Provide interpretation support during meetings, discussions, delegations and official events when required.
- Proofread and edit translated documents to ensure accuracy and clarity.
- Assist with correspondence and other translation-related tasks.
- Maintain strict confidentiality when handling classified or sensitive diplomatic information.
- Perform general administrative or clerical support tasks as assigned.

Qualifications and Requirements:

- Bachelor's degree in English or relevant qualification.
- Good command of both Myanmar and English, both written and spoken.
- Good translation and interpretation skills.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Previous experience in translation, preferably within a diplomatic mission or an international organization.

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Salary and Benefits:

Salary and benefits will be offered in accordance with the Embassy's terms and conditions of employment and the candidate's qualifications and experience.

Application:

Interested candidates are invited to submit their CV and relevant documents via email with the subject "**TRANSLATOR POST**" to yangon.myanmar@mfa.gov.bn. Alternatively, applications can be submitted directly to the Embassy by 3rd November 2026.

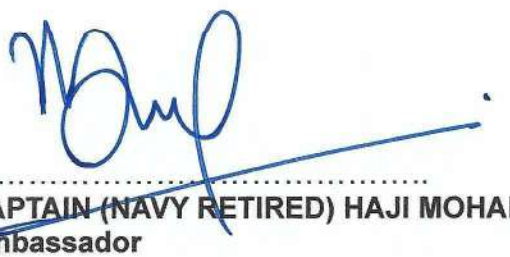
Address:
Embassy of Brunei Darussalam in Yangon
No. 17, Kanbawza Avenue,
Golden Valley-1,
Bahan Township, Yangon.

Required Documents:

1. Cover Letter
2. Curriculum Vitae (CV)
3. Copy of ID card
4. Copy of relevant certificates

Only shortlisted candidates will be contacted for an interview. The Embassy reserves the right to make the final selection in accordance with its recruitment procedures.

Thank you for your kind attention.



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CAPTAIN (NAVY RETIRED) HAJI MOHAMAD SARIF PUDIN MATSERUDIN
Ambassador

Date: Tuesday, 20th October 2026