**Administrative Notice**

**Sanaa, Yemen**

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| **25 August 2008** | **Number:45 /08** |

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| **Subject:** | Job Vacancy (Translator/Interpreter) |
| **Distribution:** | **All FSN Employees** |

**OPEN TO:** All Interested Candidates

**POSITION:** **Translator/Interpreter**

**OPENING DATE:** August 25, 2008

**CLOSING DATE:** September 7, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident: ERR FSN09- Step 1- $37,732 p.a.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy, Sana’a is seeking individual for the position of Translator/Interpreter in the Management Section.

**BASIC FUNCTION OF POSITION**

Under the direct supervision of the Management Officer , and working closely with the protocol section, the incumbent translates and interprets for the front office, Political/Economic, Administrative and Public Diplomacy offices and other agencies operating at Post as needed. Translation duties encompass, but are not limited to, publications (including newspapers), diplomatic notes, and correspondence. The successful applicant needs to be able to work from English to Arabic and from Arabic to English, translating written documents accurately and conversing in both languages fluently. Incumbent provides information on matters relating to contacts and meetings with host government officials, as well as host government policies, operations and administrative procedures.

**Major Duties and Responsibilities**

Translates official documents and diplomatic notes from host government. Drafts documents in English and Arabic on a wide variety of subjects. Translates documents (routine and complex, and technical letters, flyers, minutes etc.,) from English to Arabic and vice versa with attention to accuracy and punctuation. Translates from English into Arabic and vice versa documents that may involve specialized language and colloquial expressions.

Proof reads and checks his/her own translations for accuracy. Offers consultations on linguistic issues.

Prepares written translations of speeches.

Issue Management: (20%) Based on priorities, the incumbent analyzes, assesses and organizes information on specific issues.

Facilitation: (20%) The incumbent assists the POL/E and Protocol LES Specialists with events, meetings and correspondence.

Translator: (40%) Translates documents and correspondence as needed English-Arabic and Arabic-English.

Interpreter (20%): The Incumbent will serve as an interpreter whenever requested.

**QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** University Degree in English Language and/or English Literature is required.

2. **Experience**: Five-Seven Years of progressively responsible experience in translation and, interpretation.

3. **Language Proficiency**: Level V English and Level V Arabic, with special competence in formal usage for diplomatic and government contexts. Must be able to brief Embassy officials quickly and thoroughly on high level issues and problems.

4. **Job Knowledge**: Must of or quickly acquire expertise in Embassy procedures and protocol.

Must be knowledgeable of Yemeni government protocol and procedures.

The incumbent uses the US Department of State Protocol handbook. The incumbent also use the Ambassador/DCM handbook on ad hoc basis. The incumbent also uses four encyclopaedic books on Yemen.

5. **Knowledge** of English/Arabic grammar, spelling, punctuation, and idiomatic usage.

Maintain confidentiality of sensitive information.

Must be familiar with specialized terminology used in Political, Cultural and Economic subject matters.

5. Skills and Abilities: Must have 50-60 w.p.m. typing speed. Computer skills.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. The candidate must be able to obtain and hold a normal security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office (or Management Office)

P.O.Box 22347

E-mail: [hrosanaa@state.gov](mailto:hrosanaa@state.gov)

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**CLOSING DATE FOR THIS POSITION: September 7, 2008**

**An Equal Opportunity Employer**

#### The US Mission in Yemen provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: SIstrola

Cleared: PBlankenship