



Solicitation open to:	All Interested Afghan Nationals
Position Title:	Translator
Type of vacancy:	Single Position
Opening date:	November 10, 2013
Closing date:	November 24, 2013
Vacancy announcement #:	USAID/306/14/17/DIR
Work Hours:	40 hours (Full time)
Position Grade:	FSN-07

USAID/Afghanistan is seeking an individual for the position of **Translator** in the Translation Office under the office of the Director (DIR).

BASIC FUNCTION OF THE POSITION:

Serves as a translator and interpreter to the USAID/Afghanistan mission and translates from English into Dari or Pashto and from these languages into English.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Translates from Dari and Pashto into English or from English into Dari and Pashto. Some of the materials to be translated will be of technical, scientific, or economic nature, frequently using technical terminology. The material might involve more than one type of regular and recurring topics, and cover more than one subject matter, area requiring the incumbent to become familiar with special terminology. Documents translated might include technical manuals, laws, governmental regulations, scientific studies, technical specifications, and legal or financial documents.
- B. Translates from English into host-country languages, and vice versa, material that is mainly non-technical such as correspondence related to USAID Mission programs, or involving subject-matter knowledge, such as non-technical fiscal or scientific material written for the layman. Documents often are repetitive, long and difficult to understand because of the subject-matter terminology. Translations require the proper use of idiomatic phrasing, syntactical structure, and the accurate use of words to reflect the wording and meaning of the original document. Employees at this level also perform verbatim translations of documents such as birth, death, and marriage certificates, proofs of residence.
- C. Interpreting: Interprets for the Executive Office and officers at public outreach events. Interpretation is both from Dari and Pashto to English and vice-versa, often before large gatherings. The interpreter must gauge language appropriately for the audience, which can range from VIPs to the public. The incumbent must be able to capture the nuance and context of the topic being interpreted.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Incumbent must have a two-year college diploma in English language/literature, communications, or related liberal arts or social sciences degree.

Experience: Incumbent must have a minimum of two years of work experience in translation, interpretation or language teaching involving English language.

Language: Level IV (professional translator ability) speaking/reading/writing in the English language is required, and Level V (fluent) speaking/reading/writing in Dari and/or Pasto is required.

Knowledge, Abilities and Skills: S/he should have demonstrated experience with translating documents. Incumbent must be familiar with correspondence formats, protocols, terminologies such as technical, scientific, legal and other statistical documents relating to economic factors peculiar to the country, important agreements between the U.S. and the host or other countries. He or she must have a basic understanding of GIRoA foreign policy and social conditions and have a solid grasp of U.S. society and politics. Must understand specialized terminology in both Dari/Pasto and English related to all topics of interest.

S/he must be able to function well in an intense, high-stress, close-security environment with limited movement and high workload. Must understand diplomatic protocol and be able to understand and interpret nuances in speeches and written texts. Must be cognizant of cultural norms and sensitivities, both Afghan and American. S/He also must be able to deal effectively and professionally with all levels of persons both inside and outside USAID and the U.S. Mission.

HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Translator - DIR1417)**.

ANY/ALL application submissions after the closing date of November 24, 2013 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Universal Application for Employment (UAfE) as a Locally Employed Staff (DS-174)**
http://kabul.usembassy.gov/job_opportunities2.html
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:

- Ø **Only Short-listed candidates will be notified.**
- Ø **This vacancy is only open to Afghan Nationals.**
- Ø **Applications with insufficient information to make a determination will not be considered.**
- Ø **No in-person appointments or telephone calls will be entertained.**
- Ø **Women are encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY