



Solicitations open to: Afghan Nationals Only
Position Title: Translator
Type of vacancy: Single
Opening date: April 13, 2015
Closing date: April 26, 2015
Vacancy announcement #: USAID/306/15/28/DIR
Work hours: 40 hours (Full time)
Position Grade: FSN-09

The United States Agency for International Development (USAID) in Afghanistan is inviting applications from Afghan Nationals for the position of **Translator** in the Office of Director (DIR).

BASIC FUNCTION OF THE POSITION:

Under the direct supervision of the Mission Executive Secretary, incumbent is expected to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1) Customer focus, 2) Results orientation, 3) Empowerment and accountability, 4) Teamwork and participation, and 5) Valuing diversity.

MAJOR DUTIES AND RESPONSIBILITIES

The USAID/Afghanistan Translator will be responsible for overseeing the Mission translation team. The team translates assigned correspondence, proposals and official documents from English into Dari/Pashtu and vice-versa and provides interpretation support to senior Mission officials.

The USAID Mission's new policy under our Strategic Objective framework with the Government of Islamic Republic of Afghanistan (GIRoA) calls for mandatory and active participation of government representatives in the design and approval of all programs and activities. Hence, the need for quality translations of all relevant documents become more important than ever before. Specific duties are as follows:

- Translate documents of technical, scientific, economic and political nature, where the use of complex and arcane technical terminology is ongoing and the need for correct transmittal of both meaning and tone is vitally important. The material involves myriad topics and subject where a fully-developed understanding of complex subjects and their subtexts is a prerequisite. As these documents often come from the highest levels of the GIRoA Ministries, other donor agencies, implementing partners and United States Government (USG) oversight agencies, it is critical that translations be of the highest quality and readily understandable to readers. The material also may require the incumbent to become familiar with development and diplomatic terminology. Documents translated will include technical manuals, laws, governmental regulations, scientific studies, technical specifications, and legal and financial documents.
- Translate material that is principally non-technical, such as correspondence with GIRoA ministries related to various aspects of the post's portfolio of programs, or involving some subject matter knowledge such as non-technical fiscal or scientific material written for the

layman. Translations must convey both the meaning and tone of the documents. Some of these documents are quite long and difficult to understand because of the subject-specific terminology. In addition to translations requiring the use of the proper idiomatic phrasing, syntactical structure, and use of words accurately reflecting the wording and meaning of the original document, employees at this level also perform translations of documents such as birth, death, and marriage certificates, proofs of residence, etc..

- Translate documentation ranging from preliminary (Concept Papers and Reviews) through intermediate (Program Approval Action Memorandums) to final steps (Project Papers, Memoranda of Understanding - MOUs and Strategic Objective Agreements - SOAGs). In all these stages, the involvement, understanding, agreement and "buy-in" of the GIRoA is absolutely vital to the approval process and, obviously, the ultimate success of USAID's programs and activities. To secure this participation and "buy-in," we must have clearly understandable written documents that appropriate GIRoA representatives (not just English-speaking Ministers) can refer to, to understand their duties and responsibilities as they pertain to the program.
- Interpret speeches, panel discussions and other public events, provide simultaneous interpretation between English and Dari or English and Pashto. This work requires not only technical accuracy but also an understanding of idiom and nuance, so that the correct meaning is conveyed.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: Incumbent must have a Bachelor's degree in English Literature, Liberal Arts, Communications, or any other related field.

Work Experience: Incumbent must have a minimum of three years' experience in interpreting or translating in which English is used as one of the languages, or progressively responsible experience in English-language teaching.

Language: Level IV (Fluent) speaking/reading English and native knowledge of the Dari/Pashtu languages; and Level IV (Fluent) speaking/reading ability of at least one other language frequently used in the area is required.

Knowledge: In addition to the required language knowledge for English and Dari/Pashto, the incumbent must be familiar with correspondence formats, protocols, terminologies such as technical, scientific, legal and other statistical documents related to economic factors particular to the country, important agreements between the U.S. and the host or other countries. He or she must understand GIRoA foreign policy and social conditions and have a solid grasp of U.S. society and politics. Must understand diplomatic protocol and be able to understand and interpret nuance in speeches and written texts. Must be cognizant of cultural norms and sensitivities, both Afghan and American.

Skills and Abilities: The incumbent must have competency in using MS Office Suite. The incumbent also must have sound judgment, knowledge and self-confidence to largely act independently, usually with minimal direction from his/her supervisor. The incumbent must be open to correction and be willing to learn, must be able to prioritize assignments to facilitate and support meetings between the DIR office and national officials. The incumbent 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 requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov with the **Subject line: Translator (DIR1528)**

ANY/ALL application submissions after the closing date of April 26, 2015 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) 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 a curriculum vitae that provides the same information found on the DS-174 form.**

(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 open only 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 Female candidates are strongly encouraged to apply.

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**