U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency	3a. Position Number
ABIDJAN	STATE	

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

[X] Yes [ ] No

4. Reason For Submission

[X] a. Redescription of duties: This position replaces

(Position Number) _____ , *(Title)* Translator *(Series)* _____ *(Grade)* _____

[ ] b. New Position _____

[X] c. Other *(explain)* Shift from Translator to Translator/Grants Assistant

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Translator, FSN-210	8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)*	7. Name of Employee
Project Management Assistant	vacant
8. Office/Section	**a. First Subdivision**
American Embassy, Abidjan, Cote d'Ivoire	Political/Economic Section
b. Second Subdivision	**c. Third Subdivision**

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date *(mm-dd-yyyy)* _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Supervisor _____ Date *(mm-dd-yyyy)* _____

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Typed Name and Signature of Section Chief or Agency Head _____ Date *(mm-dd-yyyy)* _____

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Admin or Human Resources _____ Date *(mm-dd-yyyy)* _____

13. Basic Function Of Position

Responsible for translating demarches, correspondence, diplomatic notes, sophisticated reports, complex and often technical documents on very tight deadlines for the Front Office and Political/Economic section. Serves as Assistant to Project Management Officer for grants programs. Assists with other duties in Section as assigned.

14. Major Duties and Responsibilities 100 % of Time

Translate Political/Economic demarches, diplomatic notes, correspondence and reports as required.
Provide translation services to Front Office, Pol/Econ and other embassy sections when needed; interpret at high level meetings as requested. Act as Project Management Assistant; organizing signing and ribbon-cutting ceremonies; attending outside Embassy events organized by civil society, international organizations, and political parties as section representative when appropriate. Assist with the arrangement of appointments, conferences and representional events. Prepare related guest lists and invitations, and attend representational functions when necessary.
Perform other administrative duties as assigned.

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15. Qualifications Required For Effective Performance

a. Education

University degree in English, Liberal Arts (Arts + Letters), Law or Political Science, Managment; or Public Administration is required.

b. Prior Work Experience

Two years of progressively responsible translator experience within an International Organization, a Government Service or a Diplomatic Mission is required.

c. Post Entry Training

Must take FSI online Grants Management training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level *(II, III)* and specialization *(sp/read)*.

French level 5 (Professional Translator/Interpreter) and English level IV (Fluent) Speaking/Writing/Reading are required.

e. Job Knowledge

Must be able to follow USG grants regulations.
Must be able to familiarize him/herself with the basic terms and concepts common to the Political/Economic section in order to be able to render accurate, clear translations which capture the meaning and intent of the original document.

f. Skills and Abilities

Ability to establish and maintain contacts with counterparts in relevant host-government and private secto organizations. Ability to communicate effectively, obtain, evaluate an interpret factual data and to prepare precise, accurate and complete reports. Must be able to perform diligently and priortize workload.

16. Position Element

a. Supervision Received

Supervision received from the Political/Economic Office Management Specialist and Project Management Officer.

b. Supervision Exercised

N/A

c. Available Guidelines

The use of dictionaries and appropriate glossaries.
Foreign Affairs Regulations (FAR), Foreign Affairs Manual (FAM), and oral instructions.

d. Exercise of Judgment

Adequate judgement when translating documents to ensure conveying the meaning of the original text.
Good judgment in the implementation of grants programs.

e. Authority to Make Commitments

N/A

f. Nature, Level, and Purpose of Contacts

Contact with Mission employees, host government counterparts, non-governmental organizations, and other private sector organizations.

g. Time Expected to Reach Full Performance Level

Six months