

## **POSITION: INTERPRETER**

### **BASIC FUNCTION OF POSITION**

Serves as interpreter for the Mission with primary responsibility for whispering and consecutive interpretation as appropriate for the Political/Economic Counselor and other officers in the Political/Economic section. Also interprets as necessary for high-level USG visitors, the Ambassador and Deputy Chief of Mission in public appearances sponsored by the Mission for programs held in Rangoon, Naypyitaw, throughout Burma and in the United States. Translates from Burmese into English and English into Burmese for post publications, speeches, press releases, backgrounders, and, as needed, SBU materials. Translates or summarizes local press and magazine articles into English. Drafts headline alert reports and media reaction reports when required.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- A. (1) Performs whispering and consecutive interpretation from English to Burmese and vice versa for the Political/Economic Counselor, Pol/Econ Unit Chiefs, and other political and economic officers in private meetings and public events. Holds preliminary discussions and consults with U.S. Embassy officers participating in these meetings and events.  
30%
- (2) For interpretation at public events, does extensive research on the content of speeches, seminar topics, and other related materials prior to each interpretation job to accurately represent U.S. policy on key issues. 5%
- (3) Conducts continual study of specialized and technical vocabulary and acronyms (in Burmese and English) used in current news and subjects related to world issues, U.S. policies, U.S.-Burma relations, economics, trade, politics, culture and education. 5%
- (4) Serves as back-up for the Front Office interpreter, supporting the U.S. Ambassador, Deputy Chief of Mission and other high-level USG officials during speeches, seminars, lectures/discussions/meetings, press interviews, press conferences and other programs as needed.  
10%
- B. (1) Translates articles dealing with political, economic, military, artistic, and social affairs often of a specialized nature into Burmese for distribution to post contacts. Ensures that Post standards of translation and approved standard terminology are used in all translations. Proofreads both English and Burmese materials. 15%
- (2) Translates or summarizes official statements and speeches, local press and magazine articles, television and radio programs into English. Drafts media reaction reports when required, and advises on media content... 15%

(3) Translates materials for Pol-Econ, MGMT, PAS and other Mission offices, such as exhibition materials, bio-data, talking points and lecture texts for U.S. Speaker programs, and texts for pamphlets and brochures. .. 5%

(4) Supports Front Officer interpreter as needed in translating speeches of the President, the Ambassador, and other high-ranking U.S. officials into Burmese. 5%

C. (1) Backs-up Political and Economic Specialists in arranging official travel and meetings for senior USG visitors and Embassy officers.