

POSITION: TRANSLATOR/INTERPRETER

BASIC FUNCTION OF POSITION

Translator/Interpreter reports to the Political/Economic Section chief but supporting other sections as available. Translate/Interpret for the Chief of Mission (COM), Deputy Chief of Mission (DCM), Political and Economic section and others as needed for meetings, speeches, and other events.

MAJOR DUTIES AND RESPONSIBILITIES

- Interpret for the COM, DCM and others as needed for meetings, speeches, and other events. (35%)
- Translate press articles, economic and commercial reports, announcements/statements, and other documents from Burmese into English and from English to Burmese, responding to tasking from the Executive Office, Public Affairs, and Political/Economic sections. (35%)
- Assist the Executive Office and Protocol Assistant in organizing representational events, including drafting and distributing invitations, soliciting RSVPs, etc. (10%)
- Assist the Executive Office and Protocol Assistant in arranging phone calls to Burmese government officials, other Embassies, etc. (10%)
- Fill in for the Protocol Assistant in her absence. (10%)