



15. Qualifications Required For Effective Performance

a. Education

University degree (i.e. BA) in interpretation or translation from an accredited institution is required.

b. Prior Work Experience

Five (5) years experience in translation and interpretation from English into French and vice versa required. Ability to use the computer and prepare correspondence in a final form.

c. Post Entry Training

Ethnic, U.S. Protocol, and department of State basic computer training.

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

Level 5 fluency in English and French is required

e. Job Knowledge

Some knowledge of diplomatic protocol and usage ; familiarity with diplomatic and consular terminology as well as technical vocabulary in military affairs, legal issues required.

f. Skills and Abilities

User-level word processing ,email, and internet skills required. Must be able to provide strict idiomatic translations, ability to work under short deadlines required.

16. Position Element

a. Supervision Received

Receives supervision from management officer. The employee must work independently and consult with the supervisor only when unusual problems and sensitive matters arise.

b. Supervision Exercised

None.

c. Available Guidelines

Department of State guidance on social usage and protocol ; past correspondence and records , including directories and invitation lists. technical, scientific dictionaries.

d. Exercise of Judgment

must exercise sound judgment in the performance of assigned duties and know when to consult with or alert the supervisor to potential problems.

e. Authority to Make Commitments

The incumbent is not authorized to make commitments objectives.

f. Nature, Level, and Purpose of Contacts

Contact with Embassy employees and interlocutors sector.

g. Time Expected to Reach Full Performance Level

One year.