

VACANCY ANNOUNCEMENT

(Announcement Number: 14-12)

The American Embassy in Kathmandu is seeking an individual for the position of Translator.

OPEN TO: All Interested Candidates

POSITION: Translator, FSN – 7; FP-7

OPENING DATE: March 26, 2014

CLOSING DATE: April 09, 2014

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for translating technical and non-technical official documents such as official speeches, press releases, media reports, official reports, contract documents and official correspondences on a variety of subjects from Nepali to English and vice versa. The incumbent also provides translation service during public events and for high-level visiting officials when needed.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Higher Secondary School is required.
2. At least two years of prior work experience in translating technical and non-technical official documents, including legal documents, is required.
3. Level V (Professional Translator) speaking/reading/writing English is required. Level V (Professional Translator) speaking/reading/writing Nepali is required.
4. A thorough knowledge of terminologies used in legal and diplomatic documents/communication in both English and Nepali is required.
5. The ability to provide translation that conveys both nuanced meaning and tone of sensitive materials is required. The ability to employ proper idiomatic phrasing, syntactical structure, and use of words accurately reflecting the wording and meaning of the original materials.

6. The ability to use basic computer applications is also required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm3@state.gov (write “Application for Translator” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Translator”)

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Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4550 Contact the Human Resources Office for further details regarding this announcement.