



## **ANNOUNCEMENT NUMBER 13-21**

**OPEN TO:** All interested candidates

**POSITION:** Translator, FSN-7; FP-7

**OPENING DATE:** November 19, 2013

**CLOSING DATE:** December 3, 2013

**WORK HOURS:** Full-Time, 40 hrs/week

**SALARY:** *Ordinarily Resident (OR): Position Grade: FSN-7*  
*Not-Ordinarily Resident (NOR): Position Grade: FP-7 (to be confirmed by Washington)*

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

**The U.S. Embassy in Sarajevo is seeking an individual for the position of Translator in the Civil Military Support Element (CMSE) Office.**

### **BASIC FUNCTION OF POSITION:**

Serves as the Civil Military Support Element (CMSE) members' Translator/Interpreter in their communications both oral and written with local leaders, institution leaders, government officials from both entities, NGOs, and the public.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 033-704-000 (x4318).

### **QUALIFICATIONS REQUIRED:**

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item. **IMPORTANT: IF APPLICANTS DO NOT CLEARLY ADDRESS ALL POSITION REQUIREMENTS LISTED BELOW, THEIR APPLICATIONS WILL BE DISQUALIFIED.**

- (1) Minimum 2 years of post-secondary studies in English or local language
- (2) Minimum 5 years of prior interpreting duties with the military.
- (3) Level 4 (fluency in reading/writing/speaking) English and Bosnian/Croatian/Serbian.
- (4) Computer proficiency with experience in word processing, spread sheets (EXCEL), outlook (email and calendar), and internet is required.
- (5) Valid local driver's license is required.

### **SELECTION PROCESS**

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

## TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) available at <http://www.state.gov/documents/organization/136408.pdf>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *section 3A below for more information*); **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

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| A. First, Middle & Last Names as well as any other names used  | L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type  |
| B. Date and Place of Birth   | M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location) |
| C. Position Title  | N. U.S. Eligible Family Member and Veterans Hiring Preference   |
| D. Position Grade  | O. Education  |
| E. Vacancy Announcement Number (if known)  | P. License, Skills, Training, Membership, & Recognition   |
| F. Dates Available for Work  | Q. Language Skills  |
| G. Current Address, Day, Evening and Cell phone numbers  | R. Work Experience  |
| H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number) | S. References   |
| I. U.S. Social Security Number and/or Identification Number  |   |
| J. Eligibility to work in Bosnia-Herzegovina (Yes or No)   |   |
| K. Special accommodations requested from the Embassy   |   |

## SUBMIT APPLICATION TO:

Please submit the applications **by e-Mail**, as specified below.

E-mail: [SarajevoJobVacancy@state.gov](mailto:SarajevoJobVacancy@state.gov)

## POINT OF CONTACT:

phone: +387 33 704 000 ext. 4318 & 4373

**CLOSING DATE FOR THIS POSITION: December 3, 2013**

The U.S. Mission in Sarajevo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.