



AMERICAN EMBASSY



Translator/Interpreter-Female or Male

The incumbent serves as a translator/interpreter for the Embassy. Will translate, edit, and review official documents, in English, Sinhala, and Tamil, as requested, and also serve as interpreter in meetings between the Embassy and Sri Lankan contacts.

Are you fluent in English, Sinhala and Tamil? (all languages will be tested) Do you have some knowledge of diplomatic protocol and usage; familiarity with diplomatic and consular terminology as well as technical vocabulary in military affairs, science, technological, and legal issues? Are you good in MS Word, Excel, Power point and email/internet skills? Can you work independently and meet short deadlines? If you answer 'yes' to all these questions, you may be the person we're looking for!

Please send us your detailed CV along with a cover page containing the following questions and your answers:

1. Position Title, 2. First, Middle, & Last Names, 3. Current Address; Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N-If 'Y', Name, Relationship, Position, Location), 7. Are you between ages 18 and 60? (Y/N), 8. Do you have a University degree in social sciences, liberal arts, English, linguistic fields, from an accredited institution (Y/N-If 'Y', Name of institution /university, results and year of examination)? 9. Do you have four years' experience in translation and interpretation between English, Sinhala, and Tamil? (Y/N – If 'Y' state employer, position title, duration of employment-days / months / years & job duties), 10. Your current monthly take-home salary.

Applications without the cover page may not be considered for this position.

If your answer is 'NO' to questions 7, 8 and 9, your application will not be considered.

Your take home monthly package will be Rs.83, 700/-

Your application should reach us **on or before August 13, 2015** at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov Please state "**Translator / Interpreter**" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted. **The U.S. Embassy is an Equal Opportunity Employer. Please visit: <http://sri Lanka.usembassy.gov/>**