

## U.S. Mission to Tunisia

JOB ANNOUNCEMENT # 30/11

November 4, 2011

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SUBJECT: Translator/Interpreter

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**OPEN TO:** All interested Candidates

**POSITION:** Translator/Interpreter, FSN-9 / FP-5(steps 1 through 4)\*

**OPENING DATE:** November 4, 2011

**CLOSING DATE:** November 18, 2011

**WORK WEEK:** 40 hours per week

**SALARY:** Ordinarily Resident: Gross Salary TD 24,228 per year (Position is graded at the full performance level of Grade: FSN-9)  
\*Not-Ordinarily Resident: US \$50,043 p.a. (Starting Salary)  
(Position Grade: FP-5 is confirmed by Washington)

**NOTE:** ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tunis is seeking one individual to fill the position of Translator/Interpreter in the Political/Economic section.

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

Incumbent serves as translator and official interpreter in three languages (English, French and Arabic) on a wide variety of often sensitive diplomatic and political communications. Incumbent translates technical subject matter in environmental, scientific and military and security affairs and drafts and prepares translations of diplomatic notes and correspondence to senior Tunisian government officials. This position serves as the official interpreter at high-level meetings between the Ambassador and other high-ranking U.S. government officials and Tunisian government officials. In addition, the incumbent will provide some administrative support to other members of the Political/Economic section.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-320 or 71-107-172**

**REQUIRED QUALIFICATIONS:**

**Education:** University degree in linguistics, Arabic, English or professional translation/interpretation is required.

**Prior Work Experience:** Three years experience in a government, business or academic setting with interpretation and/or translation responsibilities is required.

**Language Proficiency:** Level V (Advanced proficiency) in French, English and Arabic, speaking/reading/writing is required.

**Job Knowledge:** Must have knowledge of protocol and government operations and Tunisian government and political history.

**SELECTION PROCESS:**

When equally qualified, Appointment Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The applicant's sponsor must have more than 10 months remaining on his/her tour at this post at the time of selection.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus
2. Candidates who claim US veteran's preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**Do not attach a photo to the application; if applications are received with photos, the photos will be discarded. Incomplete applications will not be considered.**

**These employment applications can be found on our Mission's webpage on the Internet at <http://tunisia.usembassy.gov/jobs.html>**

## **SUBMIT APPLICATION TO:**

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

Fax: 71-107-080

Regular mail:

Human Resources Office  
American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia

## **DEFINITIONS:**

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. citizen; and,
  - EFM (see below) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire foreign, civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following

ways:

- Spouse or same sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: November 18, 2018**

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, 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.

Drafted, Approved and Cleared in accordance with Post Regulations.

Distribution: A&B