

13. BASIC FUNCTION OF POSITION

The primary purpose of this position is to provide interpreting, translating, and support services to the Chief of Mission (COM) and occasionally to the Deputy Chief of Mission (DCM). The incumbent frequently provides consecutive interpretation between Russian, Turkmen and English, particularly when accompanying the Ambassador/DCM in public appearances and in meetings with Turkmen officials. S/he also translates a variety of documents and presentations from English into Russian or Turkmen and vice versa. S/he also prepares briefing memos and logistical arrangements for COM travel. This position is also responsible for providing day-to-day administrative support for Public Affairs Office programs and projects, including all exchange and English teaching programs, tracking the PD budget, and event planning. Serves as the main point of contact to other embassy sections and PD visitors.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Interpretation/Translation/COM Support duties (50%): Accompanies the Chief of Mission to ceremonies, meetings and seminars to provide consecutive interpretation between Russian, Turkmen and English. Travels to event and project sites and other places outside of Ashgabat to accompany the Chief of Mission on inspection visits, presentation ceremonies, calls, and similar events. Has frequent duty on weekends, evenings, and holidays. Interprets official dialogues between the Ambassador, DCM, and on occasion other senior U.S. Embassy officers, and senior Turkmen Government officials. On occasion and at the direction of the COM, he/she will provide interpretation services for visiting U.S. Government officials in meetings with their Turkmen counterparts. In all cases above, interpretation is both from Russian and Turkmen to English and vice versa.

Translates and drafts a variety of documents and presentations, both technical and non-technical. Prepares and/or reviews all proposed translations for Ambassadorial speeches and presentations.

Prepares, with the assistance of other Embassy personnel, the briefing documents required for COM travel, including coordinating input and preparing detailed briefing books. Manages logistics arrangements for COM travel and programming, including accompanying and managing in-course changes in planned travel with the COM.

Maintains a good knowledge of Mission programs and projects by reading the files and correspondence. Maintains computer files of past documents personally translated, ensuring that these are readily available for future reference.

Administrative duties at the Public Affairs Office (50%): Supports VIP and PD section visits, visitors, and projects. Makes travel arrangements for PD staff and all official PD visitors. Arranges all visit logistics (cell phones, apartment rentals, registration with management section, scheduling in-briefs with Embassy offices, etc.). Drafts requests for letters of invitation, visa extensions, and expeditor requests. Is responsible for the planning and implementation of all visitor logistics, including the coordination of requests for hotel reservations, ticket and travel arrangements, and transportation requests with appropriate Embassy management personnel. Maintains up-to-date visitor schedules and logistics support coordination for official visitors.

Serves as a primary point of contact for PD requests for Consular, RSO, and Management services. Assesses office administrative needs to ensure the efficient operation of PD projects. Conducts research and prepares procurement requests for supplies and services. Prepares visa referrals for all program and grant project participants. Provides general administrative and logistical support for the PD section as a whole, including assisting in the preparation of grant and program paperwork, gathering and distribution of daily news, organizing events and programs, and coordinating PD-designated motor pool vehicles. Maintains task tracking file.

Maintains PD contacts and filing systems. Inputs new contacts, provided by self or other PD staff and updates existing PD contacts in Goldmine database; updates PD filing systems for both cultural and media sections: both print and electronic (PD shared); updates PD calendars. Determines the need for new files. Files and manages incoming and outgoing correspondence and diplomatic notes in the appropriate location. Arranges meetings with outside entities, such as the UN, other embassies, host government officials, etc. Creates and maintains guest lists, prints invitations, and ensures timely delivery for PD events.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A university degree in linguistics, international relations, law, or economics.
- b. **Prior Work Experience:** three to five years of progressively responsible administrative experience with a strong protocol component with a local government office or international organization.
- c. **Post Entry Training:** On the job training and future protocol and communication classes for Locally Engaged Staff.
- d. **Language Proficiency:** Level IV (fluent) English, Russian and Turkmen.
- e. **Job Knowledges:** Comprehensive knowledge of general etiquette, social standards and diplomatic protocol procedures. Knowledge of current political, social, economic, and foreign policy issues in both U.S. and Turkmenistan with special focus on current official, technical and diplomatic terminology in English, Turkmen, and Russian. Good user's knowledge of MS word, Excel, Power Point, Outlook, and the Internet.
- f. **Skills and Abilities:** Effective oral and written communication skills. Timeliness and accuracy in drafting, typing, editing and translating a wide variety of documents in English, Turkmen and Russian. Asynchronous interpretation in a variety of venues (i.e., small or large audiences, on radio or via telephone). Flexibility in adapting to changing tasks and competing priorities. Strong organizational skills and attention to detail. Willingness to work extended hours, including weekends, holidays, late evenings.

16. POSITION ELEMENTS

- a. **Supervision Received:** Reports directly to the Public Affairs Officer who will assign tasks and manage the work schedule. May also receive guidance or assignments from the Ambassador or DCM.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** 2 FAM, protocol and etiquette guides and handbooks, oral and written instructions from supervisor, various dictionaries and the internet. Agency handbook, correspondence and administrative manuals, supervisor's oral and written instructions, Embassy Administrative notices.
- d. **Exercise of Judgment:** Must exercise excellent judgment on a wide range of sensitive matters regarding representational roles. Considerable judgment is required in informing supervisor of breaking events, prioritization of tasks, necessity of follow up, etc. Must rely on own judgment when translating/interpreting the most difficult documents to ensure accuracy of information.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** As Chief of Mission Assistant will have high-level contacts both inside and outside the embassy, international community, private businesses, and the government of Turkmenistan. With respect to government counterparts, makes appointments, confirms schedules, and exchanges routine information.

Time Expected to Reach Full Performance Level: Minimum one year, depending on prior experience.