

EMPLOYMENT OPPORTUNITY
INTERNAL ANNOUNCEMENT NUMBER: HNALL 13/43

OPEN TO: Current LES/PSC/PSA employees - Vietnamese Citizens

POSITION: **Translator/Interpreter, FSN-9**

OPENING DATE: December 24, 2013

CLOSING DATE: January 7, 2014

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

U.S. Agency for International Development (USAID) in Vietnam is seeking an individual for employment for the position of Translator/Interpreter in its Program Development Office (PDO).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide translation and interpretation services for USAID/Vietnam under the general direction of the PDO Office Director or his/her designee. The incumbent will also provide simultaneous interpretation for senior mission management and visitors, particularly the Mission Director, at high-level meetings with Government of Vietnam officials; for the Mission, with priority given to the Mission Director, public outreach and communications products and events, official correspondence from the Mission Director or PDO, and legal or contract matters. The incumbent will provide information gathering, research, reporting, and related services of moderate scope and difficulty in the field of political reporting; and is a key member of the Outreach and Communications Team in PDO and is expected to advise mission staff on communication issues including Vietnamese culture, media, and outreach approaches.

Please contact the Human Resources Office at 3850-5000 X5127/X5126 for additional information about the position, including the full position description.

QUALIFICATION REQUIREMENTS

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

- 1. Education:** Bachelors degree in the field of Translation, Interpretation, English, and/or relevant field in Art or Social Science is required.
- 2. Experience:** At least three years of recent professional experience in translation and interpretation (simultaneous and consecutive) with international or western multinational companies or other international organizations is required.
- 3. Language:** Level 5 (Professional) Speaking/Reading/Writing English is required (this will be tested). Level 5 (Professional) Speaking/Reading/Writing Vietnamese is required.
- 4. Computer skills:** Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
- 5. Knowledge:** Must have in-depth knowledge of Vietnam and its culture, people, social systems, practice and issues. The incumbent must have appropriate knowledge of the United States and its culture, people, values, etc. Knowledge of common American English slang and phrasal expressions is preferred. A good knowledge of the host country's political institutions, structure, political parties and system, and historical development, and knowledge of post programs for non-technical translation.

6. Abilities and Skills: Ability to use proper idiomatic phrasing, syntactical structure, and use of words to reflect the wording and meaning of the original document accurately. Ability to interpret simultaneously and consecutively, without a partner for several hours with minimal break or repose is required. Good organizing skills to assist in planning and directing functions. Excellent oral and written communication skills required. Must be personable and able to mingle easily with a range of individuals and in a variety of settings. Ability to determine priorities effectively and ability to conduct research and analysis in order to acquire a new technical vocabulary as needed. Excellent concentration skills in order to pace interpreting and ensure accuracy. Tactful and discrete in dealing with employees and official contacts. Ability to interpret the needs of higher-grade staff members for press and related coverage of current political developments; to maintain contacts at the working level with individuals in the public and private sector; and to obtain material from varied sources and prepare reports of a factual nature in precise and accurate form. Ability to do basic research and analysis in a variety of technical subject matter fields in order to become familiar with the technical terminology involved in each subject matter field in which translation is required, this will include technical vocabulary in various areas such as health, environment, economy, business development, legal, social and political processes.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website <http://vietnam.usembassy.gov>

HOW TO APPLY

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

Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174). Candidates may also send a current résumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://vietnam.usembassy.gov>;

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION

**Applications should be submitted through email to the address: HanoiHR@state.gov
Subject line must be: (HN VA 13/43) or your application may not be considered.**

Please use the PDF application form [DS-174](#). We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do **NOT** attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174.

POINT OF CONTACT:

Human Resources Office
Telephone: 84-4-3850-5000 ext. 5126 or 5127
Fax: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: JANUARY 7, 2014

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)