



SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2017/01

OPENING DATE: April 21, 2017

CLOSING DATE: May 5, 2017

TO: Internal Candidates Only

JOB TITLE: TRANSLATOR/INTERPRETER/EDITOR - FSN-210

WORK HOURS: Full time position – 40 hours/week

GRADE: FSN-10/*with the possibility of hiring the employee at a trainee level*

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

To provide translation, interpretation and editing services to USAID/Senegal’s bilateral and regional programs, including: review, revision and writing of documents; interpretation as required for meetings and visits; and other specific language-related services as assigned.

B. MAJOR DUTIES AND RESPONSIBILITIES

Translation and Editing (60%)

- Translate from English into French and from French into English a variety of complex subject matter materials, technical papers, reports and standard Mission documents (e.g. Development Objective Assistance Agreements, Implementation Letters, Scopes of Work, official correspondence to Government of Senegal entities, website inputs, speeches, press releases, etc.) for USAID/Senegal’s bilateral and regional programs.
- Coordinate with Mission offices to determine translation requirements, prioritize workload and complete tasks by agreed-upon deadlines;
- Employ the following as needed to ensure accurate, clear and consistent translation of materials:
 - Translation Memory software such as Wordfast, memoQ, SDL Trados, Transit NXT and Across;
 - Specialist dictionaries, thesauruses and reference books;
 - Web-based research tools for legal, technical and scientific phraseology; and
 - Consultation with experts in specialist areas to ensure accuracy in terminology used.
- Proofread and edit final translated documents to ensure accurate, clear and culturally appropriate final versions of translated texts;



- As assigned, translate sensitive, confidential documents;
- Edit, proofread, standardize, revise and finalize translated materials prepared by other employees and contractors; and
- Develop a Mission database of reference tools and materials.

Interpreting

(30%)

Provide real-time interpretation services (from English into French and from French into English) for USAID and Embassy Dakar staff, high-level officials and visitors, and others as needed.

Special Assignments

(10%)

- Assist in the procurement of ad hoc translation and interpreting services for the Mission, including:
 - Determining tasks for out-sourcing;
 - Assisting in selection of potential external translators and interpreters;
 - Reviewing Scopes of Work prepared by Mission teams for procurement of services;
 - Reviewing proposals of external translators and interpreters and selecting service providers; and
 - Reviewing vouchers for services and recommending payment.
- Draft Mission documents as requested, including speeches and sensitive correspondence. Advise Mission staff on specific language issues (grammar, terminology, syntax, style, cultural appropriateness)

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** A Master’s Degree or equivalent professional certification in English/French Translation is required. A Master’s Degree in English/French Translation and a Bachelor’s Degree or higher in Interpretation are preferred.
2. **Prior Work Experience:** A minimum of five years' experience in translation/editing and interpretation is required.
3. **Language Proficiency:** Level IV in both English and French. Level 4 in at least one local language (e.g. Wolof)
4. **Knowledge:** Thorough knowledge of linguistic aspects of English and French. Must be supported by a good knowledge and understanding of: the socio-economic environment of Senegal; Senegalese and American social and cultural values; general political and economic development issues; USAID regulations, policies, goals, procedures; and mechanisms for designing, implementing, monitoring and evaluating USAID activities.
5. **Abilities and Skills:** The incumbent must be able to manage his/her time and workload to ensure timely service delivery; to work under pressure to meet tight deadlines, including conflicting ones, while always bearing in mind the crucial role of accurate, relevant, decorous and stylistically appropriate communications. The incumbent must



possess extensive general knowledge and sound analytical skills to fully understand the extremely diverse and detailed documents either received or generated by the Mission. He/She must be prepared to give advice with objectivity and detachment on matters pertaining to the local cultural and socio-economic context, and to operate efficiently and effectively in a multi-cultural/multi-racial organization. Incumbent must be prepared to respond to requests for specific assignments requiring analytical, writing, and otherwise complex skills. Interpreting often involves contacts with high-level officials and visitors, which requires tact and diplomacy. This position requires the incumbent to have an excellent background in technical translation and technical writing. The ability to coordinate with multiple Mission offices, prioritize tasks and meet deadlines while providing high-quality customer service is essential.

D. POSITION ELEMENTS

1. **Supervision Received:** The incumbent carries out his tasks independently with no direct technical supervision. He/She reports directly to the USDH Deputy Program Officer who prepares his/her annual performance evaluation report. The incumbent works collaboratively with all Mission officers to obtain or provide clarifications, give appropriate recommendations, and coordinate for deadlines. The incumbent may also contact Government of Senegal and donor partners to obtain data needed to support and inform translation work.
2. **Available Guidelines:** Appropriate dictionaries, glossaries, and other Agency, donor or partner documentation and electronically provided documentation, including the Agency's Automated Directives System (ADS) and related re-engineering instruments, constitute good support for accurate and well-informed analysis, translation and writing. The incumbent must also stay current with USAID/Washington's guidance messages (cables, e-mails etc.) as well as with relevant developments in Senegal, the United-States and elsewhere.
3. **Exercise of Judgment:** Incumbent exercises independent judgment in performing translations, as well as in exercising language quality control (accuracy of words and appropriateness of tone and style) for reviews, revisions, editing, etc. Reliance is placed on his professional judgment, analytical skills, and linguistic acumen.
4. **Authority to Make Commitments:** Incumbent may recommend but may not make final decisions, e.g. in the process for selecting contractors of language services and for approving payment for said services.
5. **Supervision Exercised:** Incumbent does not supervise staff.
6. **Nature, Level and Purposes of Contacts:** Must be alert to opportunities for contacts which can contribute to increasing knowledge and information needed for analytical and translation-specific work, as well as that needed by Mission Management and other teams to support and inform their decision-making, promote the Mission's goals and objectives,



increase the visibility of our programs, and enhance partnership, participation and client ownership of these programs.

7. **Time Required to Perform Full Range of Duties:** One year.

HOW TO APPLY: Interested applicants with existing Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter
- An a-302-3 form (form can be found on this web site: <http://usaid.gov/senegal> under “doing business with USAID - Job Opportunities – Application form”)
- A detailed resume plus 3 to 5 references
- Copies of relevant degrees

Incomplete applications will be rejected.

All the above mentioned documents are **REQUIRED** and must be prepared in English. The documents should be addressed by email to the attention of Human Resources Specialist at usaiddakar-hr@usaid.gov. Email subject: **JOB ANNOUNCEMENT FSN/2017/01 - TRANSLATOR.**

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal 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. USAID/Senegal 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.