

"Colombo-2024-037" Vacancy Details

About

Announcement Number: Colombo-2024-037

Hiring Agency: Embassy Colombo

Position Title: Sinhala Translator/Interpreter - Open to All Interested Applicants (Female/Male)

Open Period: 10/03/2024 - 10/17/2024
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0210 7




Salary: USD \$662.58 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-7

Duty Location(s): 1 Vacancy in
Colombo, CE

Telework Eligible: No

For More Info:  HR Section
 .
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: This position is open to: All Interested Applicants / All Sources

For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN 7.

For USEFM - FP grade is FP-7. Actual FP salary authorized by Washington D.C.

LE staff salaries are denominated in USD and will be paid in SL Rupees at the going rate of exchange each pay period. The official rate for September 16, 2024 is 1 USD = 301.50 LKR. This is a temporary revision and should not be assumed as an acquired right.

Security Clearance Required: Public Trust - Background Investigation

Appointment Type: Permanent

Appointment Type Details: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to review the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Summary: The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the Sinhala Translator/Interpreter in the Public Diplomacy Office.

Supervisory Position: No

Relocation Expenses Reimbursed: No
50% or less

Travel Required: The incumbent will also provide interpretation service during public events and during field visits of the senior officers including VIPs from Washington.

[Back to top](#)

Duties

Job Overview

The incumbent is expected to translate and interpret between English and Sinhala languages. Provide professional-level translations of technical and non-technical official documents, official speeches, and press releases. Provide simultaneous and consecutive interpretation during meetings, events, and VIP visits.

Major Duties and Responsibilities

(80% of the time)

Translation from English into Sinhala language and vice versa, as required, of all key Mission correspondences with external stakeholders and the local government, official published reports in English and Sinhala, Front Office correspondence, talking points and speeches for the Ambassador and other Mission managers, assigned print and broadcast media reports, press releases and statements, electronic journal articles, speeches, and other U.S. government materials. Translates laws, regulations, and bilateral agreements in English and Sinhala. Other kinds of translations include, but are not limited to, contract documents, technical descriptions for building operations and technical descriptions for procurement processes, as well as social media postings.

The incumbent will translate with particular attention to intended meanings versus written word and will be responsible for the quality and accuracy of all Sinhala correspondence and documents

(20% of the time)

The incumbent will also provide interpretation service during public events and will be expected to interpret for visiting VIPs, such as cabinet level dignitaries and other non-Foreign Affairs Agencies when needed. As needed, the incumbent is required to provide interpretation during field visits of the senior officers including VIPs from Washington. The incumbent listens, fully understands the speaker and paraphrases the intended meanings of the speaker.

The incumbent will provide sound advice in order to contract the service of interpreters and outside translators when necessary.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

[Back to top](#)

Qualifications and Evaluations

Requirements: All selected candidates must be able to obtain and hold a security certificate.

All selected candidates will be subject to a background investigation and may be subject to a pre-employment medical exam.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Education Requirements: Completion of a Bachelor's Degree in one of the following areas: Linguistics/Translation Studies, International Relations, Mass Communication, Political Science is required. **Candidate must attach copies of relevant educational certificates.**

Licensing/Certifications/Training:

Also, must be a certified Professional Translator. **Candidate must attach copies of relevant certification.**

Please address this factor in your ERA application under Education.

Evaluations: You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

- You will be evaluated against the qualifications and requirements in this vacancy announcement.
- You may be asked to complete a pre-employment language or skills test.

Qualifications: Experience:

At least two years of experience is required in both written translation and simultaneous oral interpretation. **Candidate must attach copies of relevant service/work experience certificates.**

Please address this factor in your ERA application under Major Duties and Responsibilities.

Language:

1. Level V (Professional) - Reading, Writing, and Speaking English is required. **(This may be tested)**
2. Level V (Professional) - Reading, Writing, and Speaking Sinhala is required.

Please address this language requirement in your ERA application.

Job Knowledge:

Must be a subject matter expert in all language-related issues.

A thorough knowledge of legal and diplomatic language in English and Sinhala are required.

Must be familiar with correspondence formats, specialized terminology used in the conduct of Foreign Affairs, political, economic, cultural, military and commercial affairs of Sri Lanka, in order to provide accurate translations.

Please address this factor in your ERA application under Major Duties and Responsibilities.

Skills And Abilities:

- The ability to provide translation/interpretation that conveys both nuanced meaning and tone of sensitive materials is required.
- Simultaneous interpretation skills strongly preferred.
- Ability to employ proper idiomatic phrasing, syntactical structure, and use of words accurately reflecting the wording and meaning of the original materials is required.
- The ability to use translation/interpretation management tools is required.
- The ability to use basic computer applications is required.
- The ability to type accurately and quickly in Sinhala is required.

Please address this factor in your ERA application under Major Duties and Responsibilities.

[Back to top](#)

Benefits and Other Info

Benefits:

Agency Benefits: The U.S. Mission offers a competitive compensation and benefits package that may include health and other benefits as per the Local Compensation Plan for local employees.

For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

Other Information: HIRING PREFERENCE SELECTION PROCESS:

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

HIRING PREFERENCE ORDER

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights **

* IMPORTANT: US citizen Eligible Family Member (USEFM) applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-connected disability, equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

ADDITIONAL EMPLOYMENT CONSIDERATIONS

The following apply to EFMs, USEFMs, and AEFMs only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

The following apply to Locally Employed (LE) staff only:

- Current employees serving a probationary period are not eligible.
- Current employees with an Overall Summary Rating of Needs Improvement, Unsatisfactory, or an MBC score of less than 100 points on their most recent Employee Performance Report are not eligible.

[Back to top](#)

How to Apply

How to Apply: Click the “Apply to This Vacancy” button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

To request a reasonable accommodation, please contact the HR Office.

We foster a diverse, equitable, inclusive, and accessible workplace where employees can be themselves. We invite qualified applicants from all backgrounds to apply.

Required Documents: *Please upload all applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

All Applicants:

- University Degree (Relevant Degree Certificate/s)
- University Transcripts (Relevant Degree Transcript/s)
- Certification (Professional Translator Certification)
- Other Document (Relevant Service/Work Experience Certificate/s)
- Other Document 2 (Relevant Service/Work Experience Certificate/s)
- Proof of Citizenship (NIC/Passport/Residency and/or Work Permit [If applicable])

In addition, Eligible Family Member (EFM) Applicants must submit:

- Copy of Sponsor's Travel Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

- SF-50 (if applicable)

In order to qualify, you MUST submit the requested documents by the closing date of this announcement. If you fail to provide requested documents, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

Next Steps: Due to high volume of applications received, the HR Office will contact successful applicants who are being considered.

Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For more information on applying for jobs or employment with us, please visit the U.S. Mission website (<https://lk.usembassy.gov/jobs/>)

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

[Back to top](#)

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