

UNCLASSIFIED

# VACANCY ANNOUNCEMENT

USAID/CAIRO

<b>Number:</b> 6	<b>Subject:</b> VACANCY (Egyptians)	<b>Date:</b> May 30, 2017
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**Position Title:** Interpreter/Translator and Communications Assistant  
**Position Number:** 60-30  
**Organization:** USAID/Program Office  
**Duration:** One year with options to renew  
**Salary Potential:** FSN-8  
**Application Deadline:** 6/14/2017 (Close of Business 4:30 pm)  
**Salary Range for a Fully Qualified Candidate:** Starts at LE 114,637.00 Gross Per Annum (This is the Gross Annual Salary before deducting Taxes)

The U.S. Agency for International Development ([www.usaid.gov](http://www.usaid.gov)) is the lead U.S. Government agency that works to end extreme global poverty and helps to create resilient, democratic societies that are empowered to realize their potential. Founded during the administration of President Kennedy, USAID now works in over 100 countries around the world. The USAID program in Egypt is one of the longest and most substantial commitments by the U.S. to any country in the world, totaling nearly \$30 billion since 1978. In partnership with the government and people of Egypt, USAID's program promotes an environment where all groups in Egyptian society can lead healthy, productive lives. It has directly and fundamentally supported sustainable gains in education, health, governance, and economic growth – including a reduction in infant and maternal mortality rates, improvement in reading ability in the early grades, access to water and sanitation for over 25 million Egyptians, and an increase in marketable skills – leading to jobs and lasting prosperity in Egypt.

## **BASIC FUNCTIONS OF POSITION:**

The Interpreter/Translator and Communications Assistant is an integral part of the Development and Outreach Communications (DOC) team and reports directly to the Senior DOC Specialist. The incumbent assists in any activities within the scope of public outreach, and will be requested to travel

outside Cairo as needed to provide support and interpretation for VIP visits and other public events. The incumbent will provide support developing public information materials, coordinating activities, and providing logistical support for events.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **Translation/Interpretation: 50%**

1. Translates, from English to Arabic and vice versa, documents such as press releases, speeches, correspondence, press clips, and other outreach materials in a time-sensitive manner. Reviews and edits documents translated from English to Arabic by other staff. Serves as the final authority on adequacy of such translations. Incumbent is consulted by project officers, managers, assistants, and other Mission staff to seek clarification on the exact and accurate phraseology and terminology to be used in English or Arabic while preparing reports and feedback.
2. Provides simultaneous or consecutive interpretation at ceremonies, meetings, and other events as the mission's official interpreter. Travels to projects sites for visits, ceremonies, and other activities to provide interpretation as needed. As an expert in the local culture, the incumbent ensures that USAID's message gets across in all official events and identifies and minimizes cross cultural barriers.

### **Public Events and Protocol: 35%**

1. Provides support to the DOC team and technical officers in planning, scheduling, publicizing, and carrying out activities and events to present programs to the public, including signing ceremonies, inaugurations, and other outreach activities related to USAID projects. Advises regarding appropriate protocols.
2. Provides logistical support for field travel and public affairs activities of the Mission Director, Deputy Mission Director, and other senior USG staff for USAID events as needed. Coordinates, as needed, site visits, event planning and setup, media relations, and contact with staff and partners.
3. Prepares translations of materials as required, including speeches, press releases, and social media posts. Ensures that all materials related to the events, e.g., backgrounders/scene setters, schedules, talking points, speeches, etc, have been prepared, meeting quality standards and time requirements, including translations where needed. Ensures that all speeches are appropriate for the target audience, are well-written and timely, and incorporate the Mission's topline messages.
4. Coordinates with technical teams to update the Mission Events Calendar.

### **Public Information: 15%**

1. Prepares, reviews, revises, shares, translates, and archives timely and accurate information concerning USAID programs, including fact sheets, project briefs, lessons learned, success stories, brochures, newsletters, presentations, social media feeds, web content, and other public information materials in print, PowerPoint, audio, video, and HTML formats. Materials must be written in clear and concise English and Arabic, and prepared with both the media and general audiences in mind.

2. Drafts press releases on program successes, project inaugurations, and other significant developments. Coordinates with USAID technical staff on gathering and fact-checking information.
3. Reviews and translates the content of video productions used to support the mission's outreach efforts. This includes products from or for use by contractors, Embassy offices, and other internal and external sources.

**REQUIRED/DESIRED QUALIFICATIONS:**

- a. **Education** (10 points): Two years of College/University studies is required. Required academic fields include English, Linguistics, liberal arts, Journalism, Communications, Social Sciences, or Al-Asun (language studies). Certification in English-Arabic translation from American Interpreters Association or equivalent certification required.
- b. **Prior Work Experience** (15 points): Three years of progressively responsible experience in English-Arabic interpretation and translation is required.
- c. **Post Entry Training:** None required
- d. **Language Proficiency** (30 points): Level V (professional Translator/Interpreter) in reading/writing/speaking English and Arabic is required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The incumbent must be able to prepare concise/thorough briefing documents, reports, correspondence, speeches, and press releases requiring few editorial changes.
- e. **Job Knowledge** (15 points): Good understanding of Egyptian and U.S. political, economic, and social structures. Knowledge of Egyptian and U.S. media. Working knowledge of development sector terminology in areas such as economics, agriculture, health, and education. Satisfactory knowledge of formal language and diplomatic protocols required.
- f. **Skills and Abilities** (30 points): The incumbent must be able to stay calm under pressure and under tight deadlines. Strong translation and interpretation skills are required, as the incumbent must be able to translate from English to Arabic and vice versa. Must have the ability to become familiar with various subjects in order to render translation and interpretation services which capture accurately and clearly the meanings, nuances, and intent of both English and Arabic, as well as the ability to research/gather information from multiple technical sources. Position requires a demonstrated ability to manage multiple priorities while coordinating a variety of events and requests for information; ability to undertake assignments and complete work within established deadlines with minimal supervision and sound judgment; and ability to maintain outreach calendar and assist with event coordination. Strong interpersonal and teamwork skills are essential, and proven ability to develop and establish excellent working relationships across a variety of organizational and cultural styles is required. Candidate should be extremely customer service oriented and must be able to represent USAID in public. The successful candidate will have demonstrated complete mastery of the full range of Microsoft Office Suite software applications. Given the level of responsibility associated with the position, communication skills, both written and oral, must be exceptional.

**POSITION ELEMENTS:**

- a. **Supervision Received:** This position will be directly supervised by the Senior Development Outreach and Communications Specialist.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** ADS; USAID general guidelines regarding allowable communications activities and relationships with U.S. Embassy Public Affairs and the media; standard Agency procurement and contracting procedures; priorities set by approved strategies; U.S. Embassy guidelines on public outreach and media relations.
- d. **Exercise of Judgment:** The incumbent will be expected to use independent, sound judgment in all branding and marking related tasks. The incumbent will be expected to function well with modest levels of oversight.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** The incumbent will work extensively with USAID technical staff developing inputs on projects and programs necessary for the preparation of public information materials. Incumbent must be able to communicate effectively and accurately with: 1) all categories of Mission employees; 2) Government of Egypt officials; 3) Embassy colleagues; 4) numerous international organizations, including partners, contractors, donors, and Embassies; 5) the media & journalists; 6) the general public and 7) private sectors. These contacts are expected to be at technical and operational levels.
- g. **Time Expected to Reach Full Performance Level:** 6 months to one year

**SELECTION CRITERIA:**

CATEGORY	SCORING PERCENTAGE
Education/academic requirement*	10%
Experience*	15%
Language Proficiency*	30 %
Knowledge*	15 %
Skills & Abilities*	30 %
TOTAL	100%

\* As per details reflected under Qualifications above.

## **RECRUITMENT PROCEDURES AND GUIDELINES:**

**Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.**

**Candidates must provide in their CVs names of family members working in the Mission.**

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position**, quoting the position number, to USAID Human Resources Office, by no later than COB of the vacancy deadline noted above. Cvs can be submitted via e-mail to [usaidhr@usaid.gov](mailto:usaidhr@usaid.gov), inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgement of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

**SOFT COPIES OF THIS VACANCY ANNOUNCEMENT ARE AVAILABLE ON THE USAID MISSION INTRANET, UNDER JOB OPPORTUNITIES & THE USAID MISSION EXTERNAL WEBSITE (Egypt.usaid.gov). HARD COPIES CAN ALSO BE OBTAINED FROM THE USAID HR OFFICE OR THE US EMBASSY HR OFFICE.**

**Priority will be given to qualified FSNs who have been involuntarily RIF'ed.**

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph  
USAID/Human Resources Officer**