

**U.S. Department of State
INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. EMBASSY, PANAMA	2. AGENCY STATE	3a. POSITION NO. A71025
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces

Position No. N73003 , Inf. Asst/Translator (Title) 6105 (Series) 8 (Grade)

b. New Position

c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Translator/Cultural Assistant -210	FSN-8	MAM	1/19/10
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)
Translator/Cultural Assistant

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
U.S MISSION

a. First Subdivision
Public Diplomacy

b. Second Subdivision
Cultural Section

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Anne Coleman-Honn

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Mark X. Perry

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent is under the direct supervision of the APAO and serves as the Translator for the Public Affairs Section (PAS). The incumbent will also serve as interpreter for PAS visitors and speakers. The incumbent also serves as a Cultural Assistant for organizing and carrying out all performing arts and sports diplomacy programs. As needed, will back-up the Cultural Specialist.

14. MAJOR DUTIES AND RESPONSIBILITIES

30% of Time

- A) Serves as a cultural assistant in charge of organizing and implementing all facets of the Bureau of Education and Cultural Affairs' (ECA) Performing Arts Initiative and PAS generated performing art programs. These duties include translating biographical data, the assortment of materials surrounding a performing arts program, and press releases. The incumbent will also serve as an interpreter for the performing artists,

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
A university degree in the fields of languages, social communication, business, liberal arts, international affairs or journalism is required.
- b. Prior Work Experience:
One to two years of experience in translating is required.
- c. Post Entry Training: Training in translating, interpreting, and writing.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level IV (Fluent) Speaking/Reading/Writing Spanish and English required.
- e. Job Knowledges:
Basic knowledge of organization and a basic operational environmental knowledge (country's political, economic, social and educational issues). Must know how to use a MS Suite, Internet Explorer and Facebook.
- f. Skills and Abilities:
Ability to deal with a wide range of contacts in the cultural world. Ability to draft correspondence and memoranda. Typing skills are required. Incumbent must be able to render accurate, clear translation, capturing all the meaning and intent of the original.

16. POSITION ELEMENTS

- a. Supervision Received:
Supervised by the APAO in all matters. When circumstances dictate, can receive instructions from the Cultural Specialist.
- b. Supervision Exercised:
None
- c. Available Guidelines:
Dictionaries, glossaries, and subject matter reference materials. Agency manuals.
- d. Exercise of Judgment: Advise PAO and APAO on utility of public diplomacy programs, methods of developing programs, and appropriate audiences. Manages multiple programs and activities, consulting when necessary.
- e. Authority to Make Commitments: Acts as primary interface in collaborating with host cultural institutions. Has authority to represent the Public Affairs section and to commit USG resources to programs with prior consultation and approval of CAO, PAO, and/or Washington program offices.
- f. Nature, Level and Purpose of Contacts: Acts as liaison with external organizations. Maintains working level relationships with a wide range of cultural section contacts, Cultural Ministry specialists, government, business, and professional leaders, and Mission officers and local staff.
- g. Time Expected to Reach Full Performance Level:
One year

Cont..

Major Duties and Responsibilities

B) The incumbent will also manage and implement all Sports Diplomacy programs both Washington-driven and Post-generated. These duties include translating biographical data, the assortment of materials surrounding the sports program, and press releases. The incumbent will also serve as an interpreter for the Sports envoys and visiting sports figures.

25 %

C) Serves as the PAS translator. Translations will include the Ambassador's speeches, press releases, official and unofficial documents dealing with bilateral and multilateral policy. Translations will also include news articles, official reports, and other Mission produced documents. Draft correspondence in English and Spanish on routine, as well as program matters. May be required to serve as an interpreter for U.S. Speakers and other visitors.

40%

C) Perform other cultural program duties as assigned and make timely entries into the Mission Action Tracker (MAT) program to ensure PAS activities are properly recorded.

5%