

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. C11001
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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. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Reflect current duties

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority RHRO	TRANSLATOR, 210	FSN-9	LC	03/24/04
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Translator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Political Section	a. First Subdivision US EMBASSY
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <p style="text-align: center; font-size: large;">Ermitas Perez</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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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. <p style="text-align: center; font-size: large;">Debra Hevia</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	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. <p style="text-align: center; font-size: large;">Mark Perry</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between; font-size: small;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Acts as translator and interpreter for U. E. Embassy – Panama. Assist Political Specialist in contact work and research functions.

14. MAJOR DUTIES AND RESPONSIBILITIES

Translates diplomatic notes, speeches, talking points, correspondence, and other documents to/from Spanish and English.	60 % OF TIME
Interprets to/from Spanish and English, either consecutively or simultaneously, as required	10%
Assist Political Specialist to contact Panamanian officials	10%
Identify and research selected socio-political trends, such as organized labor, women's and children's issues and indigenous affairs	20%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Two years of university or college studies in the areas of Liberal Arts, Business, International Relations, Legal, Political Science, Language or Translation (English/Spanish) is required.
- b. Prior Work Experience:
Three to five years of experience in translating English and Spanish documents.
- c. Post Entry Training:
None
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level 5 (Professional translator/interpreter) Speaking/Reading/Writing English and Spanish language is required.
- e. Job Knowledge:
Must have the ability to work and conduct research independently. Must be familiar with diplomatic and technical vocabulary and correspondence formats used by the U. S. Embassy and the U.S. and Panama governments. Must have comprehensive command of English and Spanish vocabulary, grammar and syntax. Must be familiar with or willing to learn U.S. human rights and labor policy.
- f. Skills, and Abilities:
Level 2 typing and familiarity with computer software, especially word processing are required. Must have confidence to work on own initiative. Must have sufficient diplomatic skills to speak effectively with a wide range of official and non-official actors.

16. POSITION ELEMENTS

- a. Supervision Received:
Employee will report directly to FSN Political Specialist, with Political Counselor as reviewer. Work requests from other Embassy sections will be subject to approval by Political Specialist and/or Political Counselor.
- b. Supervision Exercised:
None
- c. Available Guidelines:
Guidelines will be provided by different sections.
- d. Exercise of Judgment::
The Embassy will rely on the absolute accuracy of translations produced by this employee
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
Must have contacts among translators/interpreters working in Panama. Must have or quickly develop contacts among Panamanians working in labor, indigenous and women's affairs.
- g. Time Expected to Reach Full Performance Level:
Two years.