

Announcement Number: HANOI-2019-56

Hiring Agency: Embassy Hanoi

Position Title: Interpreter – All Interested Applicants

Open Period: 11/19/2019 – 12/03/2019

Format MM/DD/YYYY

Vacancy Time Zone: GMT+7

Series/Grade: LE – 0210 8

Salary: USD \$15,396

Work Schedule: Full-time – Mon through Fri 40 hours/week

Promotion Potential: LE-8

Duty Location(s): 1 in Hanoi, VM

Telework Eligible: No

For More Info: HR Section

84-24-3850-5000 ext. 5126

HanoiHR@state.gov

Overview

Hiring Path:

- Open to the public

Who May Apply/Clarification From the Agency:

For USEFM – FS is FP-6. Actual FS salary determined by Washington D.C.

Open to: All Interested Applicants / All Sources

Security Clearance Required:Public Trust – Background Investigation

Appointment TypePermanent

Appointment Type Details:

- Indefinite subject to successful completion of probationary period

Marketing Statement:

We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary:

The work schedule for this position is:

- Full Time 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time 90 days of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Relocation Expenses Reimbursed: No

Travel Required: 25% or less

The incumbent will travel with the Ambassador to provide interpretation on provincial visits.

Duties

Incumbent of this position will provide formal interpretation to the Ambassador, Deputy Chief of Mission (DCM), and other officers of various sections/agencies, time permitting, as well as high-level official visitors from the USG Executive Branch Departments and U.S. Congress in official meetings and provincial trips. In addition to interpretation and translation services, the incumbent will deal with Vietnamese officials to arrange all in-country missions for the Ambassador and the DCM in Hanoi's consular district.

Qualifications and Evaluations**Requirements:**

EXPERIENCE: At least five years of working experience as a professional interpreter/translator for international organization(s) is required.

JOB KNOWLEDGE:

Must have:

- Appropriate knowledge of the Mission, its organization and the main functions of its major sections.
- Extensive and in-depth knowledge of the Vietnamese Government, its organizational structure, policies, legislation, ongoing developments, objectives, tendencies, problems, etc., as well as its relations with the U.S.
- Extensive and in-depth knowledge of Vietnam and its culture, people, social systems, practices and issues.
- Appropriate knowledge of the U.S. and its culture, people, values, etc.

Education Requirements:

A Bachelor's Degree in English language is required.

Evaluations:

LANGUAGE:

Level 4 (Fluent) Speaking/Reading/Writing English is required. (This will be tested.)

Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SKILLS AND ABILITIES:

Must have/be able to:

- Ability to maintain high-level working contacts.
- Ability to read, speak, and write fluently in English and Vietnamese and to communicate accurately and effectively orally and in written form to a wide range of audiences.
- Ability to mingle easily with a range of individuals and in a variety of settings.
- Ability to conduct research and analysis in order to acquire new technical vocabulary as needed.
- Have Excellent concentration skills in order to pace interpreting and ensure accuracy.

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.

Qualifications:

All applicants under consideration will be required to pass medical and security certifications.

Benefits and Other Info

Benefits:

Agency Benefits:

Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Vietnam may receive a compensation package that may include health, separation, and other benefits.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other Information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** 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”), 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 Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following [link](#).

How to Apply:

All candidates must be able to obtain and hold a Local security or Public trust clearance.

To apply for this position click the “Submit Application” button. For more information on how to apply, visit the Mission internet site.

Note: The Embassy Human Resources Office is unable to acknowledge the receipt of your documents due to the high volume of applications received. If you do not receive a notification email from ERA within four weeks of the vacancy announcement’s closing day, it is likely that you did not qualify for the position or did not submit a complete package.

Required Documents:

Please provide the required documentation listed below with your application

- Copy of Orders/Assignment Notification (or equivalent if you are AEFM / USEFM)
- Vietnamese ID
- Residency and/or Work Permit (If you are not Vietnamese Citizen)
- DD-214 – Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

Next Steps:

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

For further information – the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

Thank you for your application and your interest in working at the U.S. Embassy in Hanoi.

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