

**U.S. Mission:** Hong Kong

**Announcement Number:** Hong Kong-2019-001

**Position Title:** Translator

**Opening Period:** January 30, 2019 – February 22, 2019

**Series/Grade:** LE-210-8

**Salary:** (HKD) 265,391p.a. - (HKD) 411,361p.a.

**For More Info:** E-mail Address: [hrohongkong@state.gov](mailto:hrohongkong@state.gov)

**Who May Apply:** For USEFM – FS is FP-6. (Actual FS salary determined by Washington D.C.)

All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification

**Duration Appointment:** Indefinite subject to successful completion of probationary period

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) (PDF 127 KB) before you apply.

**Summary:** The U.S. Mission in Hong Kong is seeking eligible and qualified applicants for the position of Translator.

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 (four weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** Under the supervision of the Management Officer through the Management Assistant. Serves as the official translator for the Consulate General and provides occasional consecutive interpretation for the Chief of Mission (COM), various USG officials at Post, as well as visiting U.S. officials and delegations. This position provides thorough and in-depth media translation and interpretation for COM. The incumbent is responsible for providing cultural advice, reviewing written materials and preparing and presenting outreach sessions.

### **Qualifications and Evaluations**

**EDUCATION:** Bachelor degree in Journalism, Translation Studies, Interpreting Studies, English, History, relevant linguistic discipline, Modern Languages, and Political Sciences is required.

### **Requirements:**

**EXPERIENCE:** Minimum three (3) years of experience in translation and/or demonstrated Chinese (Cantonese and Mandarin) – English and vice versa consecutive and simultaneous interpreting in program related areas: education, culture, foreign policy, economics, trade, global issues, etc. for government, educational or private sector employers.

**JOB KNOWLEDGE:** Excellent knowledge of translation theories and techniques. Strong understanding of Hong Kong and Macau media platforms. Strong command of current events worldwide and a broad knowledge of a wide range of specialized technical contexts. Familiarity with the local government system and personalities. Excellent command of Cantonese and Mandarin. Good technical writing skills. Post-entry understanding of the basic functions of the Consulate and its programs. Basic familiarity with Microsoft Office applications are required.

### **Evaluations:**

**LANGUAGE:** Level IV (Fluent) in written and spoken English and Chinese (Cantonese and Mandarin) required. **(This will be tested.)**

**SKILLS AND ABILITIES:** Excellent translation and interpretation skills. Ability to draft a wide range of presentational materials in high quality and timely manner. Ability to make public speeches and maintain composure when interpreting. Excellent research and interpersonal skills, social and cultural sensitivity. Sound judgement and capability of working with others in a sensitive environment. Excellent time management and communication skills. Good computer software and word processing skills. Professional discretion and demeanor.

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

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.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Hong Kong may receive a compensation package that include annual leave, sick leave, medical and life insurance, U.S. and local holidays, year-end bonus, and provident fund.

**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:

<https://careers.state.gov/downloads/files/definitions-for-va> (PDF 149 KB)

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification clearance. Applicants must submit a [Universal Application for Employment \(DS-174\)](#) (PDF133 KB).

To apply for this position, applicants should submit the documents listed below:

Human Resources Office  
Mailing Address: 26 Garden Road, Central, Hong Kong  
FAX Number: 2147-9490  
E-mail Address: [hrohongkong@state.gov](mailto:hrohongkong@state.gov)

**Required Documents:** Please provide the required documentation listed below with your application:

- Residency Permit

**What to Expect Next:** 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. Mission in Hong Kong.