



EMBASSY OF THE UNITED STATES OF AMERICA, COLOMBO

Sinhala Translator/Interpreter - Female/Male

We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the Sinhala Translator/Interpreter.

The Translator/Interpreter is expected to translate and interpret between English and Sinhala languages. Provide professional-level translations of technical and non-technical official documents, official speeches, and press releases. Provide simultaneous and consecutive interpretation during meetings, events, and VIP visits.

The work schedule for this position is: Full Time - 40 hours per week.

The monthly gross salary for this position will be USD \$ 662.58

[LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for December 02, 2024, is 1 USD = 290.60 LKR. This is a temporary revision and should not be assumed as an acquired right.]

Qualifications Required:

- 1. Education** - Completion of a bachelor's degree in one of the following areas: Linguistics/Translation Studies, International Relations, Mass Communication, Political Science is required. *(Candidate must attach relevant educational certificates)*
- 2. Licensing/Certifications/Training** - Must be a certified Professional Translator. *(Candidate must attach copies of relevant certification)*
- 3. Prior Work Experience** - At least two years of experience is required in both written translation and simultaneous oral interpretation. *(Candidate must attach copies of relevant service/work experience certificates).*
- 4. Language Proficiency** -
Level V (Professional) Reading, Writing, Speaking English is required. *(This may be tested)*
Level V (Professional) Reading, Writing, Speaking Sinhala is required.
- 5. Job Knowledge** -
 - Must be a subject matter expert in all language-related issues.
 - A thorough knowledge of legal and diplomatic language in English and Sinhala are required.
 - Must be familiar with correspondence formats, specialized terminology used in the conduct of Foreign Affairs, political, economic, cultural, military and commercial affairs of Sri Lanka, in order to provide accurate translations.
- 6. Skills and Abilities** -
 - The ability to provide translation/interpretation that conveys both nuanced meaning and tone of sensitive materials is required.
 - Simultaneous interpretation skills strongly preferred.
 - Ability to employ proper idiomatic phrasing, syntactical structure, and use of words accurately reflecting the wording and meaning of the original materials is required.
 - The ability to use translation/interpretation management tools is required.
 - The ability to use basic computer applications is required.
 - The ability to type accurately and quickly in Sinhala and English is required.

How to Apply:

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

Required Documents:

To apply for this position applicants **must electronically submit copies of the documents listed** below along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificates (Degree Certificate/s and Transcript/s)
- Professional Translator Certification
- Relevant Service/Work Experience Certificates
- Proof of Citizenship (National Identity Card/Passport and/or Work Permit)

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us **on or before December 19, 2024.**

Please note, only shortlisted candidates will be contacted.