

Employment Information

Job Announcement Information Details

Job Number	19APR0JDCOEE0X458175	
Position Title	Language Specialist / Dolmetscher/in- Uebersetzer/in, permanent full-time position	PayPlan/Series C1-1040 Grade 07 Salary € 3364.16- € 4763.46 Opening Date 13-May-2019 Cutoff Date 24-May-2019 Closing Date Until Filled
Organization	COE North Atlantic Division (NAD), US Army Engineering District Europe, Program and Project Management Division, Program Management Branch	
Duty Station	Wiesbaden	
Special Info	<p>APPLICANTS WHO APPLY AGAINST THIS ANNOUNCEMENT WILL ONLY BE CONSIDERED WHEN THERE IS NO EMPLOYEE UNDER REDUCTION-IN-FORCE WHO HAS PLACEMENT RIGHTS TO THIS VACANCY.</p> <p>Applications will still be accepted after the cut-off date as long as the announcement is published.</p> <p>Bitte lesen Sie "Wie bewerbe ich mich richtig": Please read "How do I apply" : Click Here</p> <p>Wir akzeptieren nur Bewerbungen mit unserem hausinternen Bewerbungsformular, AE Form 690-70A, Dec 15. Bitte keine Anlagen beilegen, ausser Nachweis bei Schwerbehinderung/Gleichstellung./ We only accept applications with our internal application form AE Form 690-70A, Dec 15.</p> <p>Bewerbungsformular/Application Form: Click Here</p> <p>Wir akzeptieren keine Bewerbungen per Fax oder Email sondern nur per Post an die Postfachadresse in Kaiserslautern. Einschreiben oder andere spezielle Versandarten koennen den Eingang erheblich verzoegern. Deshalb empfehlen wir den normalen Postweg./ We do not accept applications via fax or email, only via mail to our mailbox address. Registered mail or any other special mailing methods may delay receipt of your application. Therefore, we recommend using the general German mailing system.</p> <p>Um Ihnen und uns Kosten zu sparen, übersenden Sie Ihren Bewerbungsbogen bitte ohne Ordner, Hefter oder Plastikhüllen./ To avoid additional expenses please send your application without any document folders, sheet protectors etc.</p> <p>Should you submit multiple applications at the same time, you can of course use one envelope./ Sollten Sie mehrere Bewerbungen gleichzeitig einreichen, können Sie gerne einen</p>	

	<p>Umschlag benutzen. Postanschrift/Mailing Address:</p> <p>Civilian Human Resources Agency Kleber Kaserne LN Division, Wiesbaden Team Postfach 15 40 67604 Kaiserslautern</p> <p>Tel: DSN: 483-5755 Tel: CIV: 0631-411-5755</p> <p>Schwerbehinderte oder ihnen Gleichgestellte werden bei gleicher Eignung für diese Planstelle bevorzugt berücksichtigt, wenn sie diesen Status im Bewerbungsbogen angeben. Sie haben ihren Status bei der Bewerbung nachzuweisen.</p> <p>In case of equal qualifications, a severely handicapped person or a person with equal status will receive priority consideration when identified on the application form. Such persons must provide proof of their status when applying.</p>
<p>Area of Consideration</p>	<p>WHO MAY APPLY:</p> <p>Current INTERNAL Local National Employees throughout Germany. This covers all current Local National employees of the U.S. Forces in Germany, including U.S. Air Force and AAFES-Europe within Germany</p> <p>and</p> <p>EXTERNAL Local National Applicants, who reside in Germany.</p> <p>RELOCATION EXPENSES ARE NOT AUTHORIZED.</p>
<p>Duties</p>	<p>Serves as an interpreter in meetings, conferences, discussions and public affairs activities. Interpreting assignments are very demanding and require constant alertness and concentration for an extended period of time. Applies consecutive interpreting techniques requiring immediate communication and solution of conceptual problems on the spot without recourse to references.</p> <p>Accompanies the Executives of the Corps of Engineers on visits to German Government offices at the Federal and State level, being responsible for interpreting public statements en-route, during meetings, at press conferences and other ceremonies, as well as at private meetings. Performs same functions for German dignitaries visiting Corps of Engineers headquarters and installations in Germany.</p> <p>Translating: Translates from German (GE) into English and vice versa, difficult professional and technical material emanating from the engineering and contracting activities of the Europe District. Also translates legal documents concerning all aspects of construction contracts, involving legal and engineering terminology. Documents are submitted by or forwarded to German courts, contractors and the highest ministerial levels of GE. Material translated involves highly technical, legal and scientific translations involving intergovernmental agreements between the US and Germany and are extremely sensitive. Translates public statements of the Commanding Officer to be presented to the general public as well as the highest officials in GE. Reviews and translates intergovernmental documents for NAU</p>

Commander and executive staff. Translates material which includes supporting documents, i.e., contracts, special studies in various fields of engineering, contractor proposals, expert opinions, structural analysis, technical reports, memoranda, revised specifications and project addenda, industrial standards, manuals, technical regulations, building and environments codes of German Federal and land government authorities. Translating work requires an ability to understand basic engineering principles and a comprehensive command of engineering disciplines in each of the languages. Translations must include proper idiomatic phrasing and syntactical structure, some of which may be the basis for litigation, and in cases where incumbent translates speeches or correspondence for the Commanding staff, politically sensitive vocabulary and speech writing technique (oral versus written). Operates and electronic keyboard with screen and maintains/updates vocabulary on an established translating aid program. Knowledge of typing is required.

Interpreting: Acts as interpreter for English and German in meetings, conferences, and discussions with a broad range of technical subjects and public affairs activities. Assist the Commander in presenting an address before Host Nation representatives and LN work force.

Qualification Requirements

Explanations to the E&T Levels (Education and Training Levels) can be found at the below link "[Description of the Education & Training Levels](#)".

Basic requirements:

A completed apprenticeship in a commercial, business or administrative occupation (kaufmaennischen Bereich); or university or equivalent degree in a closely related field of study.

In addition all applicants must be in possession of a Translation/Interpreter Certificate issued by a recognized institution (Berufsfachschule, Fachakademie, Hochschule, Fachhochschule) in the language required in the position and the experience as shown and defined above.

E&T Levels I & II: Not creditable for positions in this occupational series.

E&T Levels III: basic requirements above; PLUS 3 years of job related experience as defined below.

E&T Level IV: basic requirements above; PLUS 2 years of job related experience as defined below.

E&T Level V: See basic requirements above; PLUS 1 year of job related experience as defined below.

Or

E&T Level V: Completed recognized education and examination as a certified Diplom-Übersetzer, Diplom-Dolmetscher, Diplom-Fachübersetzer, Diplom-Technikübersetzer, or akademisch geprüfter Übersetzer in the language required in the position; no additional experience required.

Internal placements: As an exception current employees in the same or similar occupational series who have served one year in their current position, are qualified for the next higher grade level.

Job related experience: Experience that provided knowledge to independently

	<p>translate and interpret materials in a variety of different technical areas of specialization. The knowledge must enable applicants to fluently read, write and speak the native and required foreign language(s) and have a comprehensive knowledge of terms and abbreviations, with emphasis on terms and abbreviations peculiar to the U.S. Army, Europe, and NATO.</p> <p>Office automation skills required.</p> <p>Driver's license class B desired.</p> <p>English and German Language Proficiency Level III required. (Excellent = Level III, Good = Level II, Fair = Level I). Civilian Personnel may administer an appropriate English test.</p> <p>Language Proficiency Level Definitions Description of the Education & Training Levels</p>
<p>Selective Placement Factor</p>	<p>not applicable</p>
<p>Conditions of Employment</p>	<p>This is a permanent full-time (38.5 hrs. /week) position.</p> <p>If requirement exists, the incumbent of this position is obligated to perform TDY occasionally.</p> <p>Designated duty station is at present Wiesbaden. The future incumbent may be reassigned to another duty station within the same works council agency and commuting area (within the meaning of the legal ordinance on moving expense in its current version) of his/her present duty station.</p> <p>NOTE FOR EXTERNAL APPLICANTS:</p> <p>Police Good Conduct Certificate (Polizeiliches Fuehrungszeugnis). On initial appointment, or re-appointment after a break in service, candidates who have been selected for a position must present a police good-conduct certificate prior to appointment to the position. The applicant must obtain the certificate from the local resident registration office. The cost for the certificate is not reimbursable. Non-US citizen family members, except German citizens are exempt from this requirement.</p> <p>Foreign National Screening (Sicherheitsueberpruefung): In accordance with USAREUR Regulation 604-1, within 3 days after appointment, a background check will be initiated to determine suitability for continued employment with the U. S. Forces in Germany. If results are unacceptable, employment will be terminated during the probationary period, or any time thereafter if the background checks reveal that the employee constitutes a security risk.</p> <p>What we offer:</p> <ul style="list-style-type: none"> - An interesting job with a globally operating employer - A generously designed collective tariff agreement for employees (CTA II) which guarantees the following conditions, among others: <ul style="list-style-type: none"> - attractive remuneration package - Christmas and holiday pay (together appr. a 13th monthly salary) - employer-financed company pension scheme (Allianz Group Insurance) - property accrual (VWL) - 30 days of annual leave (for a five-day week), 6 additional days for severely

	handicapped employees - additional days off on 24 Dec and 31 Dec - In addition to the CTA II we offer: - a generously designed award program for service time and outstanding performance - free use of the U.S. Army fitness facilities (if available) - time off on U.S. holidays by redistributing working time (if regulated by a shop agreement).
Knowledges, Skills, & Abilities (KSAs)	not applicable

THE U. S. ARMY IS AN EQUAL OPPORTUNITY EMPLOYER