**Translator**

**Major Duties and Responsibilities (___% of time)**

**Translator:**
Collects and translates pertinent daily news articles for Defense Attaché Office personnel. Translates materials from Arabic to English, with particular attention to intended meanings versus written word. Must be capable of learning U.S. and Arabic military terminology and jargon. Written translation is required for Arabic laws, governmental regulations, newspaper and journal articles, and military and diplomatic correspondence between the Embassy and the Iraqi Government or other organizations in Iraq. Translation of Defense Attaché Office official correspondence between senior U.S. military leaders into Arabic will also be required. Incumbent may draft diplomatic notes associated with military, political, and social events in English and translate into Arabic.

**50%**

**Administrative:**
Receives event calendars from Diplomatic Missions in Arabic and all other countries in the area of accreditation. Reviews and de-conflicts events to ensure Attachés are in attendance at required ceremonies. Uses personal judgment to prioritize scheduled events when anticipated problems arise. Assists the Defense Attaché Office Operations Coordinator with procurement requests with the General Service Office for items that are not locally available and maintains adequate supply stocks on-hand. Prepares official correspondence for the Chief of Attaché Operations and Defense Attaché personnel signature to Iraq Ministry of Defense, Military Service Chiefs, and other Military Attachés. May be required to coordinate via telephone and/or email for approvals and support for official requirements. Assists with logistical requirements for official Defense Attaché Office visits to/from the Defense Attaché Office. Prepares country clearance requests for official trips. Assists in coordinating transportation/hotel reservations for Defense Attaché and Temporary Duty visitors. Ensures all required correspondence and invitations are delivered in a timely manner. Process country clearances through the Aircraft and Personnel Automated Clearance System (APACS) for diplomatic aircraft landing in Iraq, aircraft over-flights and Department of Defense (DoD) personnel entering for official/unofficial visits. Provides a wide variety of support for the Defense Attaché Office's air clearance mission in support of Combined Joint Task Force-Operation Inherent Resolve (to include aircraft impounds requiring fluent conversations w/Iraqi customs agents, in addition to constant communication w/Air Defense Command, Ministry of Defense, Joint Operations Center-Iraq, Prime Minister National Operations Center, and the Prime Minister himself). Drafts recommended changes to the Foreign Clearance Guide to Defense Attaché Office personnel based on requirements from the Iraq Government. **40%**
Translator
Major Duties and Responsibilities (___% of time)

**Interpreter:**
Interprets from English to Arabic and vice versa during meetings between Defense Attaché personnel and Iraq government and military officials. Interpretation audience may include highest level of USG executives and Iraq officials. Will be expected to accompany DAO officials on official travel to perform interpreter or translator duties. 10%

**NOTE:** This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the Defense Attaché Office.