

## Translator/Interpreter – Tehran – November 2017

<b>Agency</b>	Department of Foreign Affairs and Trade
<b>Position number</b>	01RES
<b>Title</b>	Translator/Interpreter
<b>Classification</b>	LE4
<b>Section</b>	Research Section
<b>Reports to (title)</b>	Deputy Head of Mission (DHOM)

### **About the Australian Government's Department of Foreign Affairs and Trade (DFAT)**

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

### **About the position**

The Translator/Interpreter helps deliver high-quality research, reporting, translation, interpretation and public diplomacy services.

The key responsibilities of the position include, but are not limited to:

- Monitoring local and international Persian language media as well as social media sources, and providing daily reports in English on key developments, particularly in relation to Iranian domestic politics and Iran's international relations
- Identifying media reports relevant to or mentioning Australia or Australian interests, and providing further background when required.
- Preparing a weekly roundup in English summarising the most important developments and news events of the week
- Maintaining and updating the Embassy's Facebook page in coordination with DHOM and Second Secretary as part of the Embassy's public diplomacy efforts
- Assisting A- Based staff with the Embassy's public diplomacy activities.
- Developing and maintaining contacts in government and political institutions.
- Assisting with Ministerial and other official visits.
- Co-ordinating regional visits by Embassy staff ,including liaison with regional administrations and local business communities
- Translating documents from Farsi into English and English into Farsi
- Acting as interpreter for Embassy staff, including the Ambassador, in meetings with Iranian contacts.
- Conducting discrete research tasks as requested by Embassy staff
- Assisting with research on Country Information Service and Refugee Review Tribunal information requests.

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- Contributing to the effective management of the Political/Economic Section work requirements, including through close coordination with the Senior Interpreter/Government Relations Officer and the other Translator/Interpreter. Back up the Senior Interpreter/Government Relations Officer and other Translator/ Interpreter as required.

### **Qualifications/Experience**

- Fluency in verbal and written Farsi and English
- Internationally recognised qualifications in translation and interpretation highly desirable
- Minimum three (3) years in a similar role, preferably at an international organisation or company
- Tertiary qualifications in politics, international relations or a related field
- Demonstrated skills in public diplomacy activities
- Well-developed interpersonal skills