TOR 5: Term of Reference for Project Secretary/Interpreter

Function title: Project Secretary/Interpreter (PSI-MONRE)
Project title & ID: Strengthening national capacities to respond to Climate Change in Viet Nam, reducing vulnerability and controlling GHG emissions – ID: 00060851
Starting Date: November 2008
Duty station: PMU/MONRE, Hanoi.
Duration: 48 months (full time)
Supervision: Project Manager of PMU in MONRE & Component Director in MARD

Duties and responsibilities
Under overall supervision of National Project Director, the PSI will work under the direct supervision of and provide support to the Project Manager in the discharge of his/her responsibilities in the overall management of the day-to-day activities of the project. The PSI will work closely with the NPD, the PM, staff from the PMU and other international and national consultants. The main duties of the PSI are relating to secretarial and interpretation/translation.

A - As Project Secretary
1. Provide necessary assistance in the operational management of the project according to the project document and the NEX procedures.
2. Draft correspondence on administrative and program matters pertaining to the Project Office responsibilities;
3. Provide support in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc., as required. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
4. Logistical arrangements. This includes visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
5. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence.
6. Prepare regular list of events for sharing of information within project staff and outside;
7. Assist with project communication activities, including publications;

B- As Project Interpreter/Translator
1. Providing interpretation services to the Project activities, including meetings, small-scale workshops, and relevant events;
2. Acting as interpreter for NPD and international consultants;
3. Translating project documents, materials, papers, letters etc. from Vietnamese into English and vice versa.
Qualifications

- University degree in English language, administration or related fields;
- Good command of both written and spoken English and at least four (04) years of working experience in the positions of secretary or interpreter/translator for foreign funded environmental projects
- Good secretarial skills and good organizational capacity;
- Knowledge in administrative procedures of the Government
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), Vietnamese software ABC;
- Knowledge of negotiation and experience in working with UN agencies and international organizations is an advantage.