Interpreter/Translator for the FRR/TheIDLgroup Ltd Office in Hanoi

The Interpreter/Translator will assist the office by supporting the implementation of various short and long term projects and initiatives, business development activities and office administrative tasks. Much of this work will revolve around the provision of interpretation and translation, however he/she may be expected to support the office by providing other administrative and logistical support services.

Key responsibilities:

- Support FRR/IDL staff and consultants by acting as an interpreter in a variety of situations including, interpretation in support of field-based project work, Hanoi-based consultancy work (meetings, workshops etc), business development meetings, arranging field logistics, supporting administrative tasks and/or other similar tasks as required.
- Support FRR/IDL staff and consultants by acting as a translator in a variety of situations including, translation in support of project work or other documents as required by FRR/IDL staff or consultants.
- Assisting the office and/or specific projects with various administrative and logistical tasks including writing formal letters, arranging meetings, organizing workshops, arranging fieldwork, managing small fieldwork budgets, submitting receipts and invoices and other appropriate tasks as required.

Specific job skills/qualifications required:

- Possess a relevant degree and excellent English language skills.
- At least five years experience working with technical assistance projects in the role of project assistant/translator/interpreter.
- Experience of working on projects focusing on environment, natural resource management and rural development will be regarded as an asset.
- Ability to use basic a computer and basic software packages such as MS Word and MS Excel as well as the internet/email

Duty station. The position will be based in Hanoi, Vietnam.

This position is for a period of 3 months with possibility to an extension until end of Sept. 2010.

Applications of an updated cv and motivation letter addressing to those requested criteria should be forwarded to hq.frrhn@fpt.vn or FRR Limited, No. 1, Lane 5, F361, An Duong, Yen Phu, Tay Ho FAO of Tran Huong Hanh not later than Feb. 18th 2009. Only short-listed will be contacted and no telephone calls would be entertained.