JOB DESCRIPTION - TRANSLATOR/INTERPRETER CUM ASSISTANT TO COMPONENTS A & B

Post title: Translator/Interpreter cum Assistant to components A & B
Post level: Translator/Interpreter
Reporting line: National Project Manager
Contract: Fixed-term, full time

Job purpose: To undertake translation/interpretation works from Vietnamese to English languages and vice versa, enabling the project’s efficient communication and implementation in a multicultural environment. In particular, the incumbent is responsible for translation/interpretation for STA. In addition, the incumbent also serves as assistant to components A and B

Duties and responsibilities:

I. Translation/Interpretation

1. Translate daily project working documents from English to Vietnamese and vice versa upon request.
2. Perform interpretation work at meetings, working sessions, small-scale conferences, workshops and training courses organized by the project.
3. Provide linguistic support to STA, international and national consultants during the work at the project and field trips.
4. Serve as the focal point for outsourcing translation jobs when needed (with NPM’s permission); assist NPM in monitoring and controlling the quality of the hired translation service.
5. Filing and forwarding the final version of translated reports and materials to staff in charge of concerned components for approval and use.
6. Perform other duties as assigned by NPM.

II. Assistant to STA/Assistant to components A and B:

1. Assist STA at all meetings and working sessions with concerned parties (in coordination with the Institutional Development Specialist). Interpret for STA’s regular working meetings.
2. Serve as project focal point in liaising with external units (including both inside and outside the Ministry, public administration agencies as well as other organizations and individuals) for the arrangement of meetings, surveys, studies, consultations within the framework of the 2 components.
3. Classify and file documents related to the operation of the 2 above components and stand ready to support consultant’s working missions. Seek and provide component related documents at the request of consultants.

4. Follow-up with the accountant on the contract payments and certify the number of worked days as the basis for the payment of remuneration and expenses for short-term consultants.

**Qualification requirements**

- University degree in English languages, business administration or public administration.
- Minimum of 5 years experience in result-based project management. Working experience with development project would be an advantage.
- Translation and interpretation experience
- Experience of working in a multicultural environment
- Analytical and organizational skills
- Fluent command of English, particularly translation/interpretation skills.
- Knowledge of agriculture and rural development area, its institutional and organizational structure, functions and responsibilities would be an asset.
- Good communication skills
- Ability to work independently and coordinate well in team
- Competence in computer and office soft wares (MS office applications)