Term of Reference for Project Secretary/Interpreter

Position title: Project Secretary/ Interpreter (PSI)
Project title: UN-REDD (Reduced Emissions from Deforestation and Degradation), Viet Nam Programme
Starting date: Mid August 2009
Duty station: Project Office, Hanoi
Duration: 20 months (full time)
Supervision: Project Manager

Duties and responsibilities:
Under overall supervision of Project Manager, 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 as below:

As Project Secretary

1. Provide necessary assistance in the operational management of the project according to the project document and the NEX procedures;
2. Prepare correspondences on administrative and program matters pertaining to the Project Office responsibilities;
3. Undertake all preparation work for procurement of office equipment, stationeries and support facilities as required;
4. Provide supports in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on project matter;
5. Logistical arrangements including visa, transportation, hotel bookings for project staff, consultants and invited guests coming for project activities;
6. Assist in preparation of project work plan and reports;
7. Be responsible for project filing system. This includes setting up the filing, numbering and filing all incoming and outgoing correspondence;
8. Prepare regular list of events for sharing of information within project staff and outside;
9. Take care of project telephone, fax, and email system;
10. Assist with project communication activities, including publications;
11. Assist with preparation of TORs and contracts for consultants/experts for project activities;

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 and requirements

- 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.