Term of Reference
ICEM Project Interpreter

Background:

ICEM - the International Centre for Environment Management was established in 1999 to help governments and communities build capacity in the sustainable use of natural resources and maintenance of environmental quality. ICEM works in Asia - especially the Mekong countries - and focuses on climate change, water resources, biodiversity conservation and integrated assessments. ICEM seeks to integrate environmental concerns with development through spatial planning, socio-economic analysis and environmental assessment tools. The Centre draws from an active network of experts and organizations, nationally and internationally, and in public and private sectors in forging partnerships to address critical conservation and development issues.

The Asian Development Bank has contracted the consortium of ICEM - International Centre for Environmental Management and Phikoei International, Inc., to provide technical assistance to the Ministry for Agriculture and Rural Development (MARD) in implementing the project titled “ADB TA 8102 VIE: Promoting Climate Resilient Rural Infrastructure in Northern Vietnam. To meet the need of the Project, ICEM wishes to recruit a talented candidate for the following position. The position will be based in Hanoi with field missions to the project sites.

Project Interpreter:

The ICEM Project Interpreter will work with the Project Team Leader and ICEM Project Manager and be responsible for, but not limited to, the following duties:

- Translation of all documents related to project implementation from Vietnamese into English and vice versa in a precise, objective, accurate and timely manner, including but not limited to the following:
  i. Reference project documents provided by the Vietnamese counterpart agencies
  ii. Related decree’s, circular’s and decision’s of the Vietnam Government and other relevant legal documents
  iii. Project progress reports, technical reports and research papers submitted to ADB and the Vietnamese counterpart agencies
  iv. Presentations and documents for workshops and training events
- Consecutive and simultaneous interpretation of all bilateral, team and group meetings with the Vietnamese counterpart agencies and if necessary within the project team;
- Consecutive and simultaneous interpretation of larger training events, study tours, conferences and workshops. Translation of communication documents (e.g. official letters and written correspondences with the Vietnamese counterpart agencies) from Vietnamese into English and vice versa;
- Process and file documents and papers in both languages;
- Ensure close cooperation and communication with Vietnamese counterpart agencies; and
- Assist in and/or carry out other project activities and other tasks, as assigned.

Skills specification:

- A University degree in English, environmental science, civil engineering or a related discipline.
- At least 8 years of working experience as an interpreter for ODA projects, preferably for ADB - funded rural projects;
• Fluency in English and Vietnamese
• Demonstrated excellent interpretation and translation skills.
• Experience with consecutive and simultaneous interpretation at official meetings, training events, seminars, conferences or workshops;
• Proficiency with Windows XP and MS Office 2007;
• Ability to work independently and in an international and culturally diverse team;
• Good communication and cooperation skills, especially with the Vietnamese counterpart agencies at all project implementation levels;
• Demonstrated ability to meet deadlines, work under time pressure and willingness to work in the field on project sites and project events

Experience with development cooperation project/programmes and knowledge of bioengineering, rural infrastructure and climate change issues will be highly regarded.

Interested applicants should send a cover letter and CV addressing the required skills, with contact details of two references in writing or by e-mail to the address below before 13 January 2013. If applying by e-mail please include the position title in the subject line of the mail:

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