

USAID Climate Resilient Agriculture in the Mekong Delta (CRM)

SCOPE OF WORK

Translator and Executive Assistant

1. INTRODUCTION

CRM is a five-year project working to enhance the resilience of the Mekong Delta's communities, ecosystems, and livelihoods. Working across five provinces of Dong Thap, Kien Giang, Ca Mau, Soc Trang, and Tra Vinh, CRM will further strengthen the effective partnership between USAID and the Government of Vietnam (GVN) to support Vietnam's development goals and contribute to U.S. government strategies and targets.

CRM activities are organized within three interconnected objectives and one cross-cutting theme:

- **Objective 1: Strengthen climate change resilience of the most vulnerable populations.** CRM will engage stakeholders to assess and address vulnerability through enhanced climate information services, resilient livelihood and safety net models, improved provincial plans, and increased access to finance.
- **Objective 2: Strengthen management and restoration of natural ecosystems to provide ecosystem goods and services.** CRM will take an inclusive participatory approach to identify entry points to support evidence-based transformation of legal and governance frameworks, improve management capacity, and incentivize natural resource conservation.
- **Objective 3: Reduce methane emissions through low-emission and sustainable agriculture practices.** CRM will work with GVN and stakeholders across value chains to assess gaps and opportunities and harness payment for environmental services schemes and other results-based finance mechanisms to reduce intensive rice farming and GHG emissions and drive transformation through a market systems approach.
- **Cross-cutting focus: Develop and implement policies to advance climate actions and biodiversity conservation.** CRM will also work with GVN and stakeholders to enhance development, harmonization, and implementation of policies, as well as to strengthen national and sub-national coordination. CRM will engage key stakeholders to influence and incentivize policy, practice, and behavior in favor of transformation.

CRM will be implemented during the period of 2023-2028 by Winrock International with a consortium of Vietnamese and international partners. GVN counterparts are the Ministry of Agriculture and Rural Development and the Management Board of Forest Projects.

2. POSITION DESCRIPTION

The main task of the Translator and Executive Assistant will be to provide translation support for the Chief of Party; Deputy Chief of Party, Operations; and other international consultants and visitors as required. Translation/interpretation includes support during in-person meetings and events, as well as project-related documents.

Since this translation support is based on the frequency of meetings and events, it is not expected to occupy 100% of the Translator and Executive Assistant's time. The remaining time will focus on providing administrative support for the Chief of Party and Deputy Chief of Party, Operations and support to office operations in Hanoi.

Position location

S/he will be based in Hanoi, with travel to the project sites in Can Tho, Ca Mau, Dong Thap, Soc Trang, Tra Vinh, Kien Giang, and other travel as required for project activities. It is anticipated that project travel may be significant, up to 60% of the time in some months.

3. RESPONSIBILITIES

- Act as principal oral translator for the Chief of Party; Deputy Chief of Party, Operations; and other foreign team members and consultants during meetings and for presentations and other communications. Translation can be consecutive and/or simultaneous depending on the setting.
- Assist in the preparation of official translations of program documents and other communications materials.
- Provide administrative support for Deputy Chief of Party and Chief of Party with travel arrangements, research, compiling expense reports, managing meeting schedules, and other professional tasks related to working functions in Vietnam.
- Assist and coordinate with administrative staff on logistical preparations for conferences, workshops, meetings and other events of the project.
- Assist operational staff in the management of the project office in Hanoi.
- Carry out other tasks that may be delegated by the Chief of Party or Deputy Chief of Party, Operations; in order to support effective project implementation.

4. REQUIRED QUALIFICATION AND EXPERIENCE

- College graduate with a minimum of 5 years of translating experience (English & Vietnamese).
- Experience in program administration.
- Flexible, and able to travel (at times with limited advance notice).
- Positive attitude and motivation to learn.
- Strong interpersonal skills and ability to work well in a team setting.
- Creativity and enthusiasm to tackle new challenges.
- Works well under pressure
- Fluency in English and Vietnamese
- Proficient in Microsoft Office

5. SUPERVISOR

The Translator and Executive Assistant reports to the Deputy Chief of Party, Operations, but may receive guidance from the Chief of Party based on specific support activities.