



JOB DESCRIPTION

Position Title: English Interpreter
Workplace: Habitat for Humanity Vietnam (HFH Vietnam) based in Quang Nam, Da Nang
Quantity: 01
Period: From September 10, 2012 to September 12, 2012
Benefit package: 60 USD/day x 3 days = 180 USD (includes accommodation, meal, and travel expenses)

Responsibilities

- Interpret and translate documents in preparation for meetings
- Directly translate in group meetings / group discussions with the beneficiaries of the project.
- Translate correctly from Vietnamese – English and vice versa
- Others as assigned by the Project Manager

Qualifications

- Vietnamese national
- Fluency in spoken and written English
- At least two years of research experience
- Proficiency in all components of Microsoft Office
- Excellent attention to detail and accuracy
- Experience in conducting field research, especially FGD and other PRA tools
- Good knowledge of the NGO environment and Experience of working in the NGO Sector is an added advantage
- Good command of the local language
- Currently reside in Da Nang, Quang Nam or any provinces in the central

Your application **must** include:

- A cover letter clearly demonstrating your suitability for this position
- A comprehensive CV (no more than 2 pages)
- Contact details (including telephone number and email) of 2 references including most recent direct supervisors

Email your application to:

Human Resource Department
Habitat for Humanity Vietnam
Email: application@habitatvietnam.org

Habitat for Humanity International (HFHI) is a non-profit, ecumenical Christian housing ministry that seeks to eliminate inadequate housing and homelessness in the world, and to make decent shelter a matter of conscience and action. It was founded in 1976 and Habitat for Humanity Vietnam is a branch of HFHI. HFH Vietnam is an equal opportunity employer.

We sincerely thank you for your interest in Habitat for Humanity Vietnam