



JOB ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA Vietnam Programme is primarily based on Mine Action and runs 03 projects in Hue and Quang Tri. We are seeking for qualified, enthusiastic, experienced Vietnamese national applicants for the position of **Interpreter/Translator**. The post holder will be based in NPA-RENEW project office in **Dong Ha city, QUANG TRI province**.

Responsibilities

- is fully conversant with Standard Operating Procedures and guidelines/technical terms used in operations.
- accompany the NPA Operation Manager (NPAOM), Technical Field Manager (TFM) during all operational visits and meetings/workshops
- During operations, the interpreter shall be the link between the local people, field teams, and the NPAOM and TFM.
- interpret & translate accurately and clearly in a firm/confident manner and accurate/on time when required. Never attempt to include his/her own view or ideas into the translation.
- provide interpretation for training courses, meetings, and workshops
- is required to frequently travel and stay in other provinces as business required.
- may have to work at weekends and/or evenings as required.

Required qualifications

- Bachelor Degree in English with fluent English Speaking/Writing skills
- Minimum 2 year experience working with an international NGO
- Good Interpersonal skills with working experience in multinational environment
- Able to handle confidential information appropriately
- Proven ability to work in a team and as individual effectively
- Able to work under stress to meet tight deadlines and handling multiple tasks.
- Self-motivated, independent and proactive
- Good skills in IT Office applications such as Word, Excel, PowerPoint and the Internet

Interested candidates are requested to submit a CV and a cover letter to NPA Vietnam via e-mail address to recruitment.vn@npaid.org. The closing date for applications is **30 June 2016 at 5 pm** with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified