

RECRUITMENT NOTICE FOR PROJECT TRANSLATOR

PACKAGE TV-09: “CONSULTANT FOR HCMC SEWERAGE MASTER PLAN UPDATE AND ADJUSTMENT” - SECOND HO CHI MINH CITY ENVIRONMENTAL SANITATION PROJECT

Job title: Project Interpreter/Translator (full time)

Position description: Providing interpretation and translation for project

Reports to: Team Leader/Project Manager/Manager of Hanoi Office

Main place of work: Ho Chi Minh City, Vietnam

BACKGROUND

The Socialist Republic of Vietnam has received financing from the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA) in the form of a loan toward the cost of the Second Ho Chi Minh City Environmental Sanitation Project (hereinafter called “HCMCES-2”).

Main components of the HCMCES-2 project are:

- Component 1: Interceptor.
- Component 2: Wastewater Treatment Plant.
- Component 3: Sewerage in District 2 Area:
- Component 4A: Construction Supervision and Project Management: This component includes several packages, including one for the master plan review and update (package TV-09);
- Component 4B: Land Acquisition.

Under Component 4A, Scope of Package TV-09 is to update and make adjustment of the specialized planning on the foundation level and urban surface drainage, urban sewerage for covering of 19 districts (District 1, 2, 3, 4, 5, 6, 7, 8, 9, 10,11, 12, Binh Tan, Binh Thanh, Tan Binh, Go Vap, Phu Nhuan, Tan Phu, Thu Duc District) and 4 rural districts (Nha Be, Cu Chi, Hoc Mon, Binh Chanh) according to the oriented adjustment of the urban drainage development up to 2030 and a vision to 2050 approved by the Prime Minister.

ROLE AND RESPONSIBILITIES OF THE PROJECT TRANSLATOR

- Being translator/ interpreter for the project;
- Interpret during meetings, working sessions, and field visits as required;
- Translate documents from English language to Vietnamese and vice versa (e-mails, letters, technical documents, reports, minutes of meeting, etc.)
- Support in administrative duties/office management as well as other duties as required by Manager

REQUIREMENTS

- Graduated from university, major in English or other related fields
- English proficiency in listening, speaking, reading and writing;

- At least 4 years of working experience in equivalent position
- Male/Female without age restriction;
- Ability to translate accurately and adapt to different styles;
- Ability to meet deadlines;
- Ability to work under high pressure;
- High team work spirit, Responsibility, Trustful, Enthusiastic
- Well versed in using office applications (Excel, word, powerpoint);
- Discretion and respect for confidentiality;
- Good communication skill;
- Priority is given to candidate who has worked for infrastructure development projects
- **Priority is given to the candidates who submit applications early**

CONDITIONS OF EMPLOYMENT

- Full-time employment;
- Competitive remuneration package;
- Starting: As soon as possible;
- Contract term: 24 months;
- Professional, dynamic working environment

HOW TO APPLY

Interested candidates should send application (CV and application letter) to Ms. Nguyen To Dzung at todzung.nguyen@sweco.dk with copy to vananh.dang@sweco.dk by **29th February 2018**. Only those who qualify for an interview will be contacted.

RECRUITMENT NOTICE FOR PROJECT ASSISTANT

PACKAGE TV-09: “CONSULTANT FOR HCMC SEWERAGE MASTER PLAN UPDATE AND ADJUSTMENT” - SECOND HO CHI MINH CITY ENVIRONMENTAL SANITATION PROJECT (HCMCES-2)

Job title: Project Assistant (full time)

Position description: Providing a full range of office support work to the project

Reports to: Project Manager/Team Leader/Manager of Hanoi Office

Main place of work: Ho Chi Minh City, Vietnam

BACKGROUND

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ROLE AND RESPONSIBILITIES OF THE PROJECT ASSISTANT

- Provide full logistical, secretarial and organizational support to the project related activities including
 - ✓ arranging local travel schedule, flight and hotel bookings;
 - ✓ organizing meetings/events/workshops/trainings...
 - ✓ coordinating schedules, monitor and communicate changes and other information to the related staff;
 - ✓ creating and maintain up-to-date paper and electronic files, documents and correspondences;

- ✓ assisting in preparation of various presentation materials in power points
 - ✓ Other administrative tasks to ensure smooth office running
- Work closely with and provide back-up support to other project staff;
 - Prepare meeting notes as required
 - Support in translation of project documents
 - Other tasks assigned by the Team Leader, Project Manager and Manager in Hanoi Office

REQUIREMENTS

- Holding a bachelor degree in relevant fields;
- English proficiency in listening, speaking, reading and writing;
- At least 2 years of working experience in equivalent position
- Ability to meet deadlines;
- Ability to work under high pressure;
- High team work spirit, Responsibility, Trustful, Enthusiastic
- Well versed in using office applications (Excel, word, powerpoint);
- Discretion and respect for confidentiality;
- Good communication skill;
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CONDITIONS OF EMPLOYMENT

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- Competitive remuneration package;
- Starting: As soon as possible;
- Contract term: 24 months;
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