

Hanoi, 16 March 2020

RECRUIT

Translator/Program Assistant

1. BACKGROUND

The Vietnam Forests and Deltas (VFD) Program is a technical assistance project funded by the United States Agency for International Development (USAID) and implemented by Winrock International in partnership with MARD, provincial governments and other partners. Since late 2012, VFD has been supporting communities and the Government of Vietnam to transition towards climate-resilient and low-emission sustainable development.

In 2018, the project began a new phase to provide further support for the advancement of payment for forest environmental services (PFES) in Vietnam. During this phase, VFD works in cooperation with local partners in three key areas of PFES implementation:

- Expanding PFES in key sectors, with a focus on PFES for the carbon sequestration and storage services of forests;
- Strengthening PFES monitoring and evaluation (M&E) systems, and
- Developing innovative digital payment mechanisms for more transparent and efficient distribution of PFES benefits

2. POSITION DESCRIPTION

The Translator/Program Assistant supports the VFD team in three main areas:

- The main task of the Translator/Program Assistant will be to provide translation support for the Chief of Party, and other international consultants and visitors as required. Translation/interpretation includes support during in-person meetings and events, as well as project-related documents. In most meetings/events, simultaneous translation will be preferred over consecutive translation.

Since this translation support is based on the frequency of meetings and events, it is not expected to occupy 100% of the Translator/Program Assistant's time. The remaining time will focus on:

- Administrative support for events and activities, including logistics, preparation, and documentation of outcomes and results.
- Technical support as required for project monitoring and evaluation, and/or communications activities.

S/he will be based in Hanoi, with periodic travel to the project's target sites in Son La, Lam Dong, Thanh Hoa, and Quang Ninh provinces, and other travel as required for project activities.

3. RESPONSIBILITIES

- Act as principal oral translator for the Chief of Party and other international team members and consultants during meetings and for presentations and other communications.
- Coordination with the Chief of Party to support travel arrangements and other logistical/schedule planning.
- Assist in the preparation of official translations of program documents and other communications materials.
- Assist and coordinate with administrative staff on logistical preparations for conferences, workshops, meetings and other events of the project.
- Work with the project's communications staff as needed to develop and disseminate communications materials.
- Carry out others tasks that may be delegated by the COP 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.
- Passion for the environment and natural resource protection.
- Works well under pressure
- Fluency in English and Vietnamese
- Proficient in Microsoft Office

5. SUPERVISOR

The Translator/Program Assistant reports to Chief of Party, but will receive guidance from the Finance & Operations Director and/or technical staff based on specific support activities.

6. HOW TO APPLY

Interested candidates with the right qualifications and motivation are invited to send letter of interest, a full CV in English to the following email address:

winrockvfd@gmail.com with subject line of **"VFD Translator_Program Assistant _your full name"** **no later than March 23, 2019.**

Only shortlisted candidates will be contacted for interview.