



Job Title: SENIOR ADMINISTRATOR CUM TRANSLATOR
Project: USAID SUSTAINABLE FOREST MANAGEMENT
Reports to: Office & HR Manager
Location: Hanoi with travel to provinces
Date: January 2023

DAI Organization and Values

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

Project Background

The USAID Sustainable Forest Management Project (the Project) will work with the Government of Vietnam (GVN) to reduce carbon emissions associated with deforestation, the degradation of natural forests, and poor plantation management. The Project will implement a “Green Prosperity” approach that strengthens local communities’ ability to protect their natural resource base and reduce emissions while building a strong foundation for sustainable livelihoods and equitable economic growth.

The Project will work in seven provinces (Lao Cai, Son La, Hoa Binh, Thanh Hoa, Nghe An, Quang Tri, Quang Nam) and focus on five objectives:

1. Improve and expand community forest management
2. Increase conservation-friendly enterprises in forest-dependent communities
3. Increase functionality of law enforcement system for forest crimes
4. Improve production forest management practices
5. Mobilize domestic resources for forest management and protection

Overview of the Position:

The Senior Administrator cum Translator is a key member of the Operations team. He/She will provide support in daily project operation including administration, office management, and in office events. He/She will also provide translation service for project documents including but not limited to incoming & outgoing letters, technical documents, etc and consecutive interpretation at meetings, workshops, seminars as required.



Roles and Responsibilities:

Administration/Office management tasks (70%):

- Support the daily administrative operations of the project
- Develop and prepare outgoing correspondences of the project
- Maintains accurate and complete operational record-keeping and filing systems
- Support to check routine invoices such as but not limited to monthly office leasing invoice, monthly courier invoice, etc., and prepare payment request and supporting documents to submit to finance team
- Act as liaison between the project and landlord on any issues relevant to office leasing and COP's apartment leasing, office/apartment maintenance or repairment, and registration for new staff or notice for staff termination, etc
- In close collaboration with Admin and Logistics Assistants of 7 provincial offices, handle administrative and operational issues to ensure smooth operation of provincial offices including but not limited to reviewing request of office supplies quarterly and in ad-hoc basis, correspondences, inventory, office equipment installation and maintenance, etc
- Conduct micro purchases using petty cash
- Be in charge of office inventory including conducting physical check and maintaining inventory list in TAMIS updated and correct
- Support Office & HR Manager and Operations Director in handling document of expatriates if any such as visa, work permit, residence card, etc
- Other tasks as assigned by Office & HR Manager and/or Director of Operations.

Translation and interpretation tasks (30%):

- Translate project documents from Vietnamese into English and vice versa
- Provide consecutive interpretation service for the Chief of Party and technical staff at meetings, workshops, seminars, etc. as required

Minimum Qualifications:

- University degree in English language, business administration or related field
- At least 8 years of working experience, in which experience relevant to office management and translation in agriculture or forestry is preferred
- Working experience for international organizations, especially for USAID-funded projects is an asset
- Good communication skills
- Active, enthusiastic, careful, good skills in working individually and in a team, desire to acquire new knowledge.
- Strong in MS office



How to apply and requested documents:

Interested candidates are requested to submit:

- A CV in English
- A cover letter in English indicating why they are suitable for this position
- Scanned copy of related degrees

Application to our recruitment email at VietnamSFM@dai.com. Please quote the position title in the subject line: **"Candidate's full name _ Senior Administrator cum Translator"**

Deadline for application: 5.00pm (Hanoi time), January 6, 2023.

To learn more about DAI, please visit our website: <https://www.dai.com/>

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factor.