



Job Title: Interpreters and Translators (English or French)

Project Name: Field Support Services Project in Vietnam (FSSP)

Job type Contract or Full-time employee

Location of Position: Hanoi based working remotely

Reporting to: FSSP Manager

Remuneration In line with market rates.

Indicative LOE/Time Frame: Approximately 12 months, expected starting mid-June 2024 with an Estimated Level of Effort (LoE) up to 5 days per month.

Language Requirements: English or French

Application Deadline: 20 June 2024

Application Instructions:

1. **A cover letter is mandatory to be considered.** Cover letters should effectively align your skills and experiences with the specific job responsibilities outlined in the position's description, demonstrating your aptitude and enthusiasm for the role, your daily fee and current availability.

2. Click the ["Apply now" link](#) to upload your cover letter and CV (Curriculum Vitae). Please include the position title in your subject line with English or French, your offered services (interpretation or translation or both) and state your approximate expectations of following rates in USD or VND using the table below.

Content	Rate (USD or VND)	Note
Translation services		
English/French to Vietnamese and vice versa (350 words/page)	... USD-VND/page	
Proof reading/editing/updating already translated documents (350 words/page)	... USD-VND/page	



Translation per slide rate	... USD-VND/slide	
Interpretation services		
Consecutive translation (English to Vietnamese and vice versa)	... USD-VND/hour	
	... USD-VND/half-day (4 hours)	
	... USD-VND/day (8 hours)	
Simultaneous interpretation working in pair (English to Vietnamese and vice versa)	... USD-VND/hour	
	... USD-VND/half-day (4 hours)	
	... USD-VND/day (8 hours)	
Simultaneous interpretation working solo (English to Vietnamese and vice versa)	... USD-VND/hour	
	... USD-VND/half-day (4 hours)	
	... USD-VND/day (8 hours)	

3. Only successful candidates will be contacted. No phone calls please.

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At Alinea International we value diversity, equity, inclusivity, accessibility and belonging in everything we do. We are an equal opportunity employer opposed to all forms of discrimination. We actively seek and encourage applications from people of diverse backgrounds recognizing that an inclusive workforce enriches our organization and achieves smarter, more innovative results.



Alinea is committed to the protection of children and vulnerable adults. Due to the nature of our work, all candidates will be subject to due diligence checks and extensive background checks where appropriate.

Project Description:

Given Alinea's global technical expertise in providing support services in various countries around the world, including in Vietnam, Alinea has been contracted by Global Affairs Canada (GAC) to provide administrative, financial and logistical services as well as the procurement of goods, services and technical specialists through the Field Support Services Project (FSSP) in Vietnam. The FSSP improves the efficiency of the work of the program and project stakeholders and the impact of Canada's international assistance in Vietnam.

The Vietnam FSSP acts in alignment with Canada's Official Development Assistance Accountability Act, which aims to comply with aid effectiveness principles and deliver aid that maximizes its impact on development and poverty reduction. Further FSSP helps advance the implementation of GAC's commitment to Canada's Feminist International Assistance Policy. Canada's Indo-Pacific Strategy offers programming opportunities for inclusive governance programming.

In this context, the FSSP is looking for a pool of Interpreters and Translators to provide long-term FSSP support to the GAC's development program needs in Vietnam through attending meetings to facilitate understanding, take notes, contribute analysis in the collective effort to help advance the implementation of DFATD's commitment to FIAP, IPS and the SDGs. They also help to translate various communication products for dissemination across a range of media in Vietnam and for the Vietnamese audience.

The Role

Based in, and working remotely from Hanoi, the selected Interpreters and Translators will work in close collaboration with, and report to the FSSP Manager, in cooperation with the GAC development team in Vietnam, may be required to travel locally and is responsible for the following tasks, but are not limited to:

- To provide interpretation services from English to Vietnamese and vice versa, during meetings between the Canadian embassy staff and



representatives of Government of Vietnam, and public and private stakeholders engaged with Canada development assistance.

- Interpreters are needed to participate in meetings, on an as required basis, with specialization that respond to the areas identified by Intermediate outcome areas as follows:
- Intermediate Outcome 1100: Enhanced competitiveness, innovation, and environmental sustainability of enterprises (particularly women-focused), financial institutions and actors across sectors;
- Intermediate Outcome 1200: Improved biodiversity, climate change adaptation and mitigation for marginalized communities, especially women and girls, and ethnic minority groups, particularly in disadvantaged regions of Vietnam; and,
- Intermediate Outcome 1300: Increased access to fair, inclusive, and gender-responsive justice institutions and public services by the most marginalized, and most vulnerable people, particular women, girls, and ethnic minority groups.
- Translation services (English/Frenche to Vietnamese and vice versa) of various communication products for dissemination across a range of media in Vietnam including tweets, face book posts, news releases, communication products, reports, brochures, etc. for the Vietnamese audience.
- Provide any other related services, as required.

Expected Deliverables

The deliverables will be interpretation services, translated communication products, reports, documents and materials in English or French and Vietnamese.

Duration, Level of Effort and Expected travel

Duration of the initial consultancy is approximately 12 months, expected starting mid-June 2024 with an Estimated Level of Effort (LoE) up to 5 days per month per person but flexible by month. Tasks and assignments will be identified by GAC as far in advance as is practicable and possible. However, a significant portion of the workload may be requisitioned on short notice and will require timely responses. The post will be home-based, local travel will be on an as required basis. The consultancy is renewable based on assessment of quality of work, GAC's demand and available budget.



Required Qualifications:

Mandatory:

Education

- Formal qualifications in translation and interpretation (English or French to Vietnamese and vice versa) with recognized training, ideally holding a degree or postgraduate qualification in interpretation/translation. Relevant degrees include languages – courses which specialise in linguistics or translation. A combined degree would be advantageous.

Experience

- At least 5 years experience, ideally proficient/recognized for sectoral interpretation (i.e. not a generalist – but rather with a sector of specialization for interpreting that can understand terminology related to the Programs areas of outcomes of 1100, 1200 and 1300 as mentioned the key responsibilities).
- Specific experience in working with international NGOs or donors, especially GAC, would be an asset.

Skills and competencies

- Demonstrate flexibility and the ability to work under tight deadlines.
- Able to handle confidential information appropriately.
- Able to work under stress to meet tight deadlines and handle multiple tasks.
- Good Interpersonal skills.
- Strong attention to detail and ability to work with a high level of accuracy.
- Excellent grammar and writing skills in Vietnamese and good oral and written English or French skills.