

UNICEF VIET NAM

CONSULTANCY NOTICE OPS 2010-03

UNICEF Viet Nam is looking for qualified full time translators/interpreters.

1. Background

There are five programme sections in the UNICEF Viet Nam. The volume of work that needs to be undertaken is quite huge, particularly including SITAN work and preparation for the next country programme cycle. The demand for translation work is very high which often requires additional support from external resources.

Currently, only Child Protection section has a full time translator who could only provide assistance within the section. Other programme sections sometimes have to outsource the service of the translation since they do not have sufficient human resources for such activity. This has implicated substantial investment in such kind of services. Thus, it is necessary to have full time translators in the office forming a “translation unit”. The unit may require more than one translator who will provide translation service to the whole office when the translations require professional products to be issued in public. Initially, two translators would be recruited which assist in ensuring good quality and consistency in translation work, as they will become familiar with the context/nature and specific technical language associated with UNICEF’s work. Additional needs will be covered through short-term outsourced services managed by the translation unit.

2. Scope, Objective and Outputs with Timeline for Each Task

Translators are required to translate various documents from programme section as well as Operations/Communication section if required. These documents are to be shared with different stakeholders. An average of 15 pages will be translated per day.

Interpretation service may also be required for important meetings, trainings or workshops.

3. Management

Translators will be supervised by HR unit initially for one year. Any adjustment would be made after the one-year period. All translation job requests should be submitted via HR, who will assign and monitor job completion. Interpretation at the meetings/workshops and travelling to the field will be informed in advance by related POs.

4. Qualifications and experience required:

The translator should have the following qualification, skills and experience to effectively carry out the tasks:

- Academic qualification: A Bachelor Degree in English
- Excellent spoken and written English
- Excellent spoken and written Vietnamese
- At least three years experience in working as a interpreter/translator
- Understanding of UNICEF issues in Viet Nam, is an advantage.

5. Condition of Work

Condition of work	To be provided by UNICEF		Remarks
	Yes	No	
Field Trip Transport	x		
International Travel		x	
Visa for internationally recruited		x	
DSA will be applied as same rate with Government's counterparts	x		
Security Clearance		N/A	Not required at this stage
Accidental Death and Dismemberment and Accident Medical coverage		x	For Consultants traveling outside their country of nationality or residence
Health Insurance		X	Responsibility of consultants and individual contractors
Office Space	x		
Computer	x		
Secretarial Services		x	
Photocopier services		x	
Other supplies	x		

6. Interested candidates are kindly requested to submit the following information:

- Letter of interest

- CV/P-11 form
- A copy of the degrees

Please indicate the title of the assignment on the top left corner of envelop and address to UNICEF at:

Human Resources Unit

UNICEF Viet Nam

81A Tran Quoc Toan street, Ha Noi, Viet Nam

Or via email: ntha@unicef.org

Please note that we only contact the short-listed candidates.

Closing date for receipt of proposals: **COB 22 October 2010.**

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