



## PROJECT FOR SUSTAINABLE FOREST MANAGEMENT IN THE NORTHWEST WATERSHED AREA

### Terms of Reference

<b>Job Title:</b>	Translator/Interpreter		
<b>Duty Station:</b>	Dien Bien Phu City, Dien Bien Province, Viet Nam		
<b>Expected Start Date of Assignment:</b>	1 August 2013	<b>Duration:</b>	12 months (with possibility of extension)
<b>Reports to:</b>	Chief Advisor		

#### GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the Chief Advisor and the administrative guidance of the Administrative Coordinator, and in coordination with the government counterparts at different levels, the Translator/Interpreter will be responsible in providing translation and interpretation services as well as assisting the activity planning, implementation, and M&E under the Project.

Specifically the Translator/Interpreter will:

- To translate official letters, contracts, planning documents, meeting minutes, administrative and technical reports, training material, legal documents, and other documents between English and Vietnamese;
- To provide interpretation service at meetings, workshops, conferences, training courses, and other events between English and Vietnamese;
- To accompany JICA experts and consultants to the field trips, providing interpretation and arrangement required for the field work;
- To assist JICA experts in communicating and liaising with Vietnamese counterparts and the other stakeholders;
- To assist JICA experts in collecting, analyzing, and storing relevant data, information, communications, reports, and other related materials;
- To record the project activities (notes, photos, videos, and others) and organize them systematically in the project network folder;
- To support JICA experts in organizing workshops, meetings, and training courses;
- To maintain and update the project website (news articles and others);
- To perform other duties as requested by JICA experts

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#### KEY PERFORMANCE INDICATORS

**Expected Outputs:**

N/A

**Required Completion Date:**

#### REQUIRED COMPETENCIES

**Academic Qualifications:**

- University degree in English or relevant field (university degree in relevant technical fields such as forestry or rural development is also acceptable as far as the person has sufficient language skills to serve as translator/interpreter)

**Technical Competencies and Experience Requirements:**

- Excellent written and spoken English and Vietnamese skills;
- At least five years of professional and field experiences in translation/interpretation, preferably related to forest management, livelihoods development, and/or rural development;
- Familiarity with technical terms related to government policies and institutions, preferably related to forest management and livelihoods development;
- Familiarity with formats and wording of official letters and documents in Viet Nam;
- Experience in simultaneous interpretation at conferences and workshops an advantage;
- Familiarity with common English report writing styles, rules, and formats;
- Familiarity with Microsoft Office applications and the internet applications;
- Proven ability to establish a good working relationship with government staff and development agencies/projects;
- Proven ability to work as a team with other colleagues and supervisors as well as people with different backgrounds;
- Professional time and work management skills and disciplines; and
- Ability to undertake frequent field visits to the project pilot sites.