

DEUTSCHER GENOSSENSCHAFTS - UND RAIFFEISENVERBAND E. V.

German Co-operative and Raiffeisen Confederation (reg. assoc.)

Unit P042B, 4th Floor, Coco Building, 14 Thuy Khue

Tay Ho District, Hanoi Capital, Vietnam

Tel./Fax: +84 (0)438470945

Job level

Experienced (Non-Manager)

Job categories

Translation

Interpretation

NGO/Non-Profit

Preferred language

Fluent in English or German and Vietnamese

What You Are Good At

- Advanced fluency in English or German and Vietnamese, both verbally and in writing
- Preferable financial or accounting background
- Advanced skills in using Microsoft Office applications (Word, Excel, PowerPoint etc.)
- Good liaison with relative parties
- Good presentation and public speaking skills
- Ability to work to deadlines, independently and in team
- Dynamic, reliable, self-motivated, service-oriented
- Rigorous, flexible, active and well organized
- Willingness to travel occasionally on short notice

What You Will Do

- Translating concepts, presentations, agreements as well as the related preparation and post processing (research of topic and technical terms, power point design etc.)
- Preparing, organizing and interpret meetings, consultations, seminars and trainings with project partner and target group
- Design survey and conducting research work
- Write project reports and develop business and research proposals
- Develop documentations for DGRV needs
- Assist or in-charge of project management

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- Assist or conduct in trainings, workshops and specialist counselling
- Proceed business trips within Vietnam
- Other tasks assigned according to management
- Handling all correspondence in English and Vietnamese language with the head quarter DGRV, project partner, stakeholder and the other institutions and supporting the communication to achieve the project goals

Successful candidates will enjoy competitive benefits and compensation, a friendly and creative working environment, training and development

Who we are

DGRV – the German Cooperative and Raiffeisen Confederation is the national apex organization and top-level auditing confederation of the cooperative sector in Germany. Since more than 30 years, DGRV represented by its international department, is involved in international development cooperation aiming on the sustainable development of the cooperative sector worldwide.

DGRV supports in Vietnam the development and the transformation of the cooperative sector by providing long and short-term consultancy, cooperative expertise as well as designing consulting and development projects in international context in cooperation with the Federal Ministry for Economic Cooperation and Development (BMZ) as well as the GIZ, KfW and various Federal Ministries, EU, World Bank and Asian Development Bank.

Application Procedure

Interested Vietnamese candidates are invited to send applications to Ms. Ngan via email dngan@dgrv.coop with a subject line:

“Application for the position of Translator – {Full Name of Applicant}”.

Submission of application in English is encouraged.

Only short-listed candidates will be contacted for further stages.

Deadline for submission:

7th October, 2016

