

Terms of Reference – Project interpreter cum Project Officer

PROJECT	Technical Assistance for the ARISE+ Programme in Vietnam
ROLE	Project interpreter cum Project Officer
PLACE OF POSTING	Hanoi, Viet Nam
INDICATIVE STARTING DATE	January 2022
INDICATIVE DURATION OF THE ASSIGNMENT	24 months
INPUTS	Full time
TRAVEL	Domestic travel within Viet Nam may be required
SUPERVISION	Reporting to the Team Leader

BACKGROUND

The European Union funded project “Technical Assistance for the ARISE+ Programme in Vietnam”, of which this assignment is a part, aims at providing technical assistance to the Vietnamese Government to maximise Viet Nam’s benefits from preferential trade regimes, with a focus on regional agreements and the EU-Viet Nam Free Trade Agreement (FTA) and the Investment Protection Agreement (IPA).

INDICATIVE TASKS:

- Responsible for assigned technical activities including organization of workshops, seminars, training activities; monitoring of missions of international and local experts, contacting stakeholders;
- Support the Project Team in preparing a concept note for the workshop, training or other event;
- Support the monitoring and assessment of the event and contribute to the event report;
- Responsible for Translation and interpretation from Vietnamese-English and English-Vietnamese (both oral and written) for Project Team
- Assisting the international expert team in arranging and carrying out field missions (meeting schedule, trip coordination, reception);
- Supporting the International Expert Team in secretariat works;
- Prepare report on assigned activities on monthly basis;
- Provide information about activities relating to the component to Communication officer;
- Other tasks as required by the Team Leader.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE:

Qualifications:

- *Bachelor’s degree or above, preferably in the field of foreign language and/or economics;*
- *At least 3 years of professional experience working as an interpreter/ project officer*
- Demonstrate strong interpretation, translation, communication and interpersonal skills
- Experience in working in an international/multi-cultural environment is a strong asset;
- Experience working with Vietnamese government authorities is an asset;
- Excellent oral and writing skills in English and Vietnamese;
- Experience of working with EU-funded projects or with other major international donors-funded projects is a strong asset;
- Well-organised with excellent multi-tasking abilities.