# Sustainable Natural Resource Management Project

**Employer:** KOKUSAI KOGYO CO., LTD.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Interpreter</th>
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<td>Date:</td>
<td>2016/04/28</td>
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## Job Description:

**Responsibilities:**

The Interpreter will be responsible for providing translation, both written and spoken, related to the KKC’s component for the Project, by undertaking the following duties:

- Translate documents produced by the Project from Vietnamese to English and vice versa;
- Proof read documents translated by other team members and external consultants as needed;
- Update the correct usage of terms and terminologies for the Project, as used in the Project Document and other materials related to the Project;
- Provide simultaneous interpretation as needed during meetings (may require supplementary explanations to facilitate the communications), events and workshops, or else when needed;
- Some of the translation assignments might be outsourced, but then the Interpreter should provide quality assurance on the outsourced work;
- File news and articles related to the Project published in the local media;
- Accompany the experts to field trips outside of Hanoi (day trip, overnight trip), providing interpretation and arrangements required;
- Perform other duties related to the position as required by the Employer.

## Job Location:

**Hanoi, Vietnam**

## Joining Date:

**June 2016 (negotiable)**

## Employment Type:

**Full-time**

12 months contract with possibility of extension

## Monthly Salary Range:

Negotiable with an indicative remuneration package according to the UN-EU Cost Norms (2015)

## Supervision

The Interpreter will work under the supervision and the instructions of project experts as appropriate

## Expected outputs

Project materials translated with sufficient quality.

Interpretation service provided with good accuracy.

## Skills:

### Qualifications:

- Excellent and demonstrable English and Vietnamese language skills.
- At least 5 years working experience with interpretation and translation from Vietnamese to English and vice versa, preferably for ODA projects;
- Good practical computer skills in common office software programs (Windows, Microsoft Words, Microsoft Excel, Power-point, email and internet);
- Working experience with Japanese firms would be an asset;
- Working experience with JICA or other development agencies, especially in the field of forestry, agriculture, environmental management would be an asset;

## Years of Experience:

Minimum 5 years in professional interpretation/translation services

## Education:

Colleague or University degree in English language or in other related fields
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<tr>
<th><strong>Please Send Application by email or directly to:</strong></th>
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| **Project website:** For the project background and other information:  