

Interpreter/Translator

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA Vietnam Programme is primarily based on Mine Action and runs 06 projects in Hanoi, Hue and Quang Tri. We are seeking for qualified, enthusiastic, experienced Vietnamese national applicants for the position of Interpreter/Translator. The post holder is for 5 month term and will be based in NPA-LWCC/DBU project office in Dong Ha city, QUANG TRI province.

Responsibilities

- The Operations Translator and Interpreter will primarily facilitate written and verbal communications both internally and externally for key LWCC staff.
- Be interpreter for LWCC/DBU Project Office in meetings, workshops and conferences
- Interpret and translate for LWCC Director as required
- Be primary field interpreter for Senior Technical Advisor and Operations Officer for field visits
- Be primary translator for all documents and project materials related to LWCC-DBU activities
- Be required to travel and stay in other provinces as business required.
- Work at weekends and/or evenings as required
- Assist with other duties as required by LWCC management

Required qualifications:

- Bachelor of English with fluent English Speaking/writing skills.
- At least 02 year interpreter/translator experience, especially in a Mine Action NGO, an advantage.
- Experience in working closely with English speaking foreigners in interpreting role is an advantage.
- Able to quickly learn, understand and interpret Mine Action technical terminology.
- Possess good analytical and Interpersonal Skills.

- Good time management and organizational skills.
- Able to handle confidential information appropriately.
- Able to work under stress to meet tight deadlines and handling multiple tasks.
- Self-motivated, independent and proactive.
- Good skills in IT Office applications such as Word, Excel, PowerPoint and the Internet

Interested candidates are requested to submit a CV, a cover letter and 03 reference contact to NPA Vietnam via e-mail address to recruitment.vn@npaid.org. The closing date for applications is 02 February 2017 at 5 pm with a start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.