

TERMS OF REFERENCE
for the Position:
Assistant cum Interpreter
of Vietnam Urban Forum(VUF) Secretariat
17/05/2012

1. Background

In 2000 and 2001 the *Vietnam Urban Forum* (VUF) was conceptualized as a medium for policy dialogue and structured exchanges on urban development issues. VUF became operational in 2003, when a Memorandum of Understanding (MoU) was signed by key stakeholders in Vietnam's urban development process, after agreeing to establish an Executive Board (EB) and the operational objectives of VUF.

The overall objective of the VUF, as stated in the MoU of 2003, is: "to promote dialogue for sharing of experience and knowledge among government agencies, science/professional, social/political and non-government organisations, entities and individuals of all economic sectors and the donors, with the aim of actively contributing to the formulation and implementation of policies on urban development and management, (...), and improving the effectiveness of urban development and management activities."

With the specific objective to sustainably institutionalize the VUF as an operational national forum to discuss contemporary urban issues and policies in Vietnam, the MOC, supported by Cities Alliance (CA) and UN HABITAT has taken steps to strengthen the VUF by establishing a functional Forum Secretariat within the Urban Development Agency (UDA-MOC). The Secretariat will be responsible for the implementation of the day-to-day work of the Vietnam Urban Forum. It will be staffed with the full-time Coordinator and at least two additional full-time positions.

In order to achieve the project objective, a number of outcomes will be secured through this project. These are: (i) Vietnam Urban Forum is institutionally strengthened: Forum Secretariat and Steering Committee are sustainably established and operational; work is based on an agreed long-term Strategy and Operating Plan; the VUF is re-launched with a broad membership base; (ii) VUF is operating as a regular platform and appreciated collaborative mechanism for systematic and structured dialogue and knowledge exchange on urban issues between a wide range of stakeholders to inform urban policy formulation in Vietnam; (iii) Regularly updated information about the state of urban development, urban sector investments and activities in Vietnam is widely communicated; (iv) Good practices and lessons learned are made available for replication and upscaling.

The Urban Development Agency (UDA) within Ministry of Construction (MOC) takes the main responsibilities for implementing this project in 2011 – 2013, with funding assistance from Cities Alliance and UN HABITAT.

2. Basic Function of the Position

The *Assistant cum Interpreter* of the VUF Secretariat is responsible to the Coordinator of VUF and will work in close cooperation with the Executive Board (EB), the Chairman, the Coordinator and staffs of the Secretariat and other key partners. The purpose/aim of the position is to assist the Coordinator in managing the day-to-day activities of the Vietnam Urban Forum and more specifically be responsible for the administrative routines, the effective organization of meetings and events, as well as assisting in maintaining regular contacts with all VUF members and other partners/stakeholders.

3. Duties and Responsibilities

The incumbent will work at the VUF Secretariat Office in Ha Noi and have the following specific responsibilities/duties:

1. Provides support to EB, Coordinator and staff in carrying out various administrative activities of VUF Secretariat, as well as on developing, organizing and carrying out VUF activities portfolios;
2. Assist with the Secretariats communication activities as required: Contact VUF members and other stakeholders on Project and administrative matters. Prepare and filing out-going correspondences, receiving and filing in-coming correspondences and following inquiries;
3. Undertake necessary translation/interpretation tasks assigned by the Coordinator and Secretary General of EB, in particular in taking responsibility for translation of documents from English to Vietnamese and vice versa;
4. Participate in monitoring and summary of results of activities, as well as in regular routine reporting to EB, and VUF members, such as preparation of annual/quarterly work plans and reports. Support preparation of reporting materials to the World Bank on the Cities Alliance grant as required in the grant agreement;
5. In collaboration with the *Knowledge Management Officer* (KMO), prepare, finalize and disseminate relevant publications like reports, discussion notes, minutes of meetings, newsletters, etc;
6. Undertake preparation for meetings and events, including workshops, stakeholder forums, conferences etc, as well as for regular meetings of the Executive Board (EB). This also includes preparation of invitations, agendas, expert briefings, TORs and background materials for use in discussions, and follow-up activities;
7. Assist in providing logistical arrangements, including providing assistance for transportations, venue and hotel bookings as required;
8. Participate in coordination of short-term experts/contractors, including contacts, communication, development of TORs and follow-up;

9. Undertake other appropriate tasks as assigned by the Coordinator.

4. Qualifications and Experience

The candidate (male or female) should possess the following qualifications:

1. Vietnamese nationality, preferred age group 25-35;
2. University degree (B.Sc. level or equivalent) in Administration, Business Management, English as Foreign Language, Journalism or other related fields;
3. At least five years relevant professional work experience in administrative work and/or as interpreter;
4. Strong organizational skills and understanding of administrative procedures;
5. Knowledgeable in modern office administration, especially in management of office documents and paper trails;
6. Advanced computer skills, including Windows Office;
7. Strong communication skills. Ability to work with people from different backgrounds in an effective, courteous and cooperative manner.
8. Good time management skills and display a high level of initiative, effort and commitment towards completing assignments efficiently;
9. Excellent speaking and writing skills in both Vietnamese and English;
10. Experience in dealing with foreign agencies and/or basic knowledge of the urban development sector in Vietnam would be an asset.

5. Duration and Payment of Assignment

16-month full-time contract, with option of yearly renewal subject to availability of funds. Work may require occasional weekend and/or evening work.

Pre-tax (gross) salary per month: 1,000US\$

6. Duty Station

Duty station is Ha Noi, with local/ international travel when required.
