

## **JOB OF DESCRIPTION OF INTERPRETER/ADMINISTRATIVE OFFICER**

Post Title:	<b>Interpreter cum Administrative Officer</b>
Duty Station:	<b>Hanoi with national travel as required</b>
Duration of Assignment:	<b>12 months (full time) with possible of extension, expected starting date: January 20, 2015</b>
Project Title:	<b>Promotion of NFB Production and Utilization in Viet Nam</b>
Implementing partner:	<b>Ministry of Science and Technology</b>
Direct Supervisor:	<b>National Project Manager</b>
Compensation	<b>Based on the UN-EU Cost-Norm</b>

### **Background**

Ministry of Science and Technology is implementing the Project "Promotion of Non-Fired Brick (NFB) Production and Utilization in Viet Nam" funded by GEF/UNDP and co-financing by Viet Nam agencies/institutions.

The objective of the Project is to reduce the annual growth rate of GHG emissions by displacing the use of fossil fuels and the usage of good quality soil for brick making through the increased production, sale and utilization of non-fired bricks in Viet Nam. This objective will be achieved by removing barriers to increased production and utilization of NFBs through 4 components:

- i) Policy support for NFB technology development.
- ii) Technical capacity building on NFB technology application and operation and use of NFB products
- iii) Sustainable financing support for NFB technology application.
- iv) NFB technology demonstration, investment and replication.

The Project will be implemented over a 5-year period and is expected to generate GHG emission reductions through the displacement of coal-fired clay brick kilns. Direct GHG reduction estimates are 383 ktonnes CO<sub>2</sub>. Indirect emission reductions are 13,409 ktonnes CO<sub>2</sub> that is cumulative for a 10-year period after the end of the Project.

The project is now seeking a qualified Project Interpreter cum Administrative officer who will provide administrative and interpretation services (Vietnamese-English and English-Vietnamese) for the project.

### **Responsibilities and Duties**

The Interpreter cum Administrative Officer shall be responsible in providing interpretation/translation and administrative support to the operations of PMU, ensuring the smooth functioning of administrative systems of the project. She/he will also provide similar support to the National Project Director (NPD), PMU staff and visiting experts including the International Technical Expert and other international and national consultants recruited under the project, as required. Specifically, the Interpreter cum Administrative Officer shall be responsible for the following tasks:

#### **Interpretation/ Translation task**

- Interpret at meetings, discussions etc. in relation to project activities (including meeting, small-scale workshops, field trips or relevant events);
- Act as interpreter for NPD, Project Staff and international consultants as required;

- Translate reports, documents, deliverables, etc. of the project and experts as assigned by the National Project Manager, Project Technical Advisor and/ or National Project Director;
- Assist international experts to seek/ search relevant documents/ information;
- Implement other assignments related to interpretation/ translation as requested by the National Project Manager and/ or National Project Director.

#### **Administrative tasks**

- Provide necessary assistance in the operational management of the project according to the project document and the NIM procedures;
- Draft correspondence pertaining to the PMU responsibilities;
- Undertake preparation work for procurement of office equipment, stationeries and support facilities as required;
- Provide administrative support for project events, including workshops, meetings (monthly, quarterly and annual), study tours, training events;
- Make logistical arrangements for the PMU's travel, including visas, transportation and accommodation bookings for project staff, consultants and invited guests for project activities;
- Assist in preparation of project work plans and reports;
- Manage the project filing, document and correspondence control systems, includes setting up, assisting Project Staff on, and managing filing procedures;
- Prepare and maintain a database of project events for the information of Project Staff, UNDP and the Project Steering Committee and other organizational units in the project;
- Monitor project telephone, fax, and email correspondence;
- Assist the Project Manager and other Project staff in the preparation of, and administrative support on, project activities, meetings and events as required;
- Assist with Project communication activities, including publications;
- Maintain a proper inventory of Project assets register, including numbering, recording and reporting;
- Assist in calculating and prepare staff time records;
- Carry out other relevant tasks as assigned by the NPD and Project Manager.

#### **Qualification and Experience**

- University degree in English, office management or related field (specialized technical English will be an advantage);
- Good secretarial skills, knowledge in administrative procedures of the Government and other foreign organizations;
- At least 3 year experience related to project or administrative support activities and other work related;
- Working experience with UN System agencies or other development agencies would be an asset; Excellent English and Vietnamese language skills, spoken, written, translation and interpretation;
- Excellent skills on the use of office software packages such as MS Word, Excel and Power Point.