

<b>Position:</b>	Interpreter/Translator
<b>Department/Project/Country:</b>	Humanitarian Disarmament/NPA/Vietnam
<b>Last revised:</b>	09.04.2015
<b>Project number:</b>	243503
<b>Immediate Superior:</b>	NPA Technical Field Manager, RENEW Operations Manager
<b>Shall report to:</b>	NPA Technical Field Manager
<b>Responsibilities:</b>	
<p><b>Main Function</b></p> <ul style="list-style-type: none"> <li>• The Interpreter shall, under the guidance of the NPA Technical Field Manager (TFM) and Operations Manager (OM,) be responsible for all translation and interpretation of technical and non-technical issues for the program.</li> <li>• The Interpreter is also responsible for other tasks as directed by the TFM and OM.</li> </ul> <p><b>Area of responsibility:</b> The Interpreter is responsible for and must ensure the followings:</p> <ul style="list-style-type: none"> <li>• The interpreter is fully conversant with Standard Operating Procedures and guidelines/technical terms used in operations.</li> <li>• He/she must wear the issued uniform and suitable footwear while working in the field.</li> <li>• He/she should accompany the TFM during all operational visits and meetings/workshops, unless otherwise directed.</li> <li>• He/she must report to the TFM at the end of the working day for confirmation of end of duties or further assignments.</li> <li>• During operations, the interpreter shall be the link between the local population, field teams, and the TFM.</li> <li>• He/she must interpret &amp; translate accurately and clearly in a firm/confident manner and accurate/on time when required. Never attempt to include his/her own view or ideas into the translation.</li> <li>• He/she is to provide interpretation for training course, meetings, and workshops when required.</li> <li>• He/she is required to frequently travel and stay in other provinces as business required.</li> <li>• He/she may have to work at weekends and/or evenings as required.</li> <li>• Any other task or duty as assigned by the TFM and OM.</li> </ul>	
<p><b>Required qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of English with fluent English Speaking/writing skills</li> <li>• Experience working with an international NGO is preferred.</li> <li>• Able to handle confidential information appropriately.</li> <li>• Proven ability to work in a team and as individual effectively.</li> <li>• Able to work under stress to meet tight deadlines and handling multiple tasks.</li> <li>• Self-motivated, independent and proactive</li> <li>• Good skills in IT Office applications such as Word, Excel, PowerPoint and the Internet</li> </ul>	
<b>Additional Considerations:</b>	

- Adherence to the NPA/RENEW SOP at all times.
- Adherence to the internal regulations and disciplines set by NPA/RENEW.
- The Interpreter is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and Project RENEW and shall represent the organisation in a loyal and responsible manner.
- Attending work on time and never under the influence of alcohol or drugs.
- If the Interpreter feels that he/she is being asked to carry out a task for which he/she has not been trained or is being asked to work in an unsafe manner he/she shall report this to the TFM and/or OM.

**Approved, read and understood:**

**Date/Place:** \_\_\_\_\_ **Programme Manager:** \_\_\_\_\_

**Date/Place:** \_\_\_\_\_ **Employee:** \_\_\_\_\_