



Governance for Inclusive Growth Program

TERMS OF REFERENCE

- Position Title:** Translator-Interpreter
- Position Description:** Long-term position to provide Vietnamese-English translation and interpretation services for the USAD Governance for Inclusive Growth (GIG) Program
- Reports to:** Operations Director
- Main place of work:** Hanoi, Vietnam
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BACKGROUND

The USAID Governance for Inclusive Growth (GIG) Program (the Program) aims to assist Vietnam's efforts to achieve sustainable and equitable economic growth by working with the Government of Vietnam, its private sector, and civil society organizations to maintain momentum in expanding market reforms, institutional modernization, and global integration in trade. Further, the Program strives to ensure that growth reaches all segments of Vietnam's population by implementing targeted initiatives to address the unique challenges faced by historically disadvantaged and vulnerable groups, as well as to empower women.

The Program has five high-level objectives:

1. Increased trade and investment
2. Enhanced private sector competitiveness
3. Strengthened rule of law and judicial effectiveness
4. More effective public administration and financial management
5. Greater social and economic inclusion for all citizens

The Program provides technical assistance, training, and other direct support to the government, led by the prime program partner, the Ministry of Justice (MOJ), to strengthen policy-making, implementation, oversight, performance management, and other accountability mechanisms. It promotes greater exchange, networking, and sharing of information nationwide within and between the government, private sector, and civil society organizations, including social organizations, research centers and universities. Program activities include: providing training programs and workshops, data collection and analyses, public awareness forums and communications campaigns; technical assistance particularly in relation to Vietnam's commitments under the Trans-Pacific Partnership (TPP); grants to empower and increase economic participation of women, ethnic minorities, and other vulnerable groups; and facilitation of innovative partnerships with the business community.

INDICATIVE RESPONSIBILITIES OF THE POSITION

The Translator-Interpreter will ensure that all program-related documents are professionally translated, and that all verbal communications, both consecutive and simultaneous, are professionally interpreted. The position coordinates closely with all technical and administration team members of the Program. The position works under the supervision of the Operations Director or as otherwise delegated.



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Principal duties and responsibilities include:

- Provide accurate and timely translation of technical and administrative documents.
- Interpret for meetings.
- Travel within Vietnam, as required, to provide the services described above.
- Perform other duties as required, consistent with GIG Program objectives and technical skills of the position.

PLACES OF WORK

The main place of work will be Hanoi, Vietnam. Travel in Vietnam will be required.

QUALIFICATIONS AND KEY COMPETENCIES

The Translator-Interpreter shall meet the following requirements:

- Experience working with the Government of Vietnam and/or businesses in Vietnam is preferred.
- Ability to work collaboratively with all program counterparts and program staff is required.
- Ability to produce professional quality, accurate and efficient simultaneous interpretation required.
- Ability to produce professional quality legal translation from English to Vietnamese and vice-versa is required.

EXPERIENCE AND EDUCATION

- At least one year of English-Vietnamese language translation and interpretation experience, preferably in a government or business office setting.
- Advanced linguistic-related degree preferred; Bachelors linguistic-related degree required.
- Excellent/fluent written and spoken English and Vietnamese required. Regional local language familiarity is a plus.

HOW TO APPLY

Applications will be reviewed on a rolling basis but the position will remain open until filled. To apply, please submit a cover letter and CV only to HR@VietnamGIG.com. Other supporting documents are not required until the final round of interview. Please include the position title in the subject line email following this format: Application - Name of position – Your full name. Only short-listed candidates will be contacted. No telephone inquiries please.