

Exciting opportunity for a Vietnamese national

English/Vietnamese translator

Animals Asia is recruiting a full-time Vietnamese national English/Vietnamese translator. Animals Asia is an international animal welfare charity founded by Dr. Jill Robinson MBE in 1998. Animals Asia operates the only sanctuary accredited by the Global Federation of Animal Sanctuaries in Vietnam, housing more than 180 rescued Asiatic black bears and Malayan sun bears. Our mission is to end the farming of bears for bile and provide lifelong care and sanctuary for rescued bears. This position will be based at the Vietnam Bear Rescue Centre in Tam Dao National Park, Vinh Phuc Province.

Location: Tam Dao National Park, Vinh Phuc Province

Type: Full-time

Term: Two-year contract, extendable based on performance with initial 2 months probationary period.

Salary: Grade 4 (400 - 530 USD gross per month) + free accommodation, meals, and other benefits.

Description of duties:

- Interpret (English into Vietnamese and vice versa) during work activities, meetings, workshops or field trips.
- Translation of work materials from English to Vietnamese and vice versa.
- Provide administrative support when required.

Qualifications & personal attributes:

- University graduate with at least two years of relevant work experience in English speaking environment. Recent graduates with exceptional English skills will be considered.
- Demonstrated excellence in interpretation and translation.
- Excellent communication skills and the ability to live and work closely with the rest of the team comprising both western and local staff.
- Cultural sensitivity awareness.
- Familiar with the use of computer programmes such as Microsoft Word, Microsoft Excel and email.
- Able to live in Tam Dao National Park, Vinh Phuc Province.
- Able to work weekends on a rotating rota.

Contacts:

Interested applicants should send their CV and application letter in English to nhoang@animalsasia.org by **Thursday, 21st November 2019**. For more information on the Vietnam Bear Rescue Centre and Animals Asia visit www.animalsasia.org