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| **Salary band 2 – Assistant** | **Project Assistant and Translator**  |
| Reports to | Technical: Senior Programme Officer Waste Water Disciplinary: Deputy Director of TVET Programme |
| Duty station | Ho Chi Minh City Vocational College of Technology II (HVCT)502 Đỗ Xuân Hợp, Phước Bình Ward, Thu Duc City, Ho Chi Minh City |
| Programme | Programme Reform of TVET in Viet Nam, SFFPN 11.3520.1-021.00 |

**A. Responsibilities**

The project assistant and translator is responsible for

* Supporting the digital ambassador (development advisor (EH)[[1]](#footnote-1)) and other project staff and short-term experts in translation English/Vietnamese/English as well as in verbal and written communication with the partners;
* Providing administrative support for activities implemented within the framework of the Component “Support of Centres of Excellence for TVET” (FoA 2);
* Providing support in collecting, documenting and managing data required for Monitoring and Evaluation (M&E) of activities implemented with HVCT.
* Providing support with coordinating the cooperation with HVCT and observing and reporting on college activities
* Supporting the TVET program with its advisory services to the partner institute;

In this context, the project assistant and translator fulfills the following tasks:

1. **Duties**

**1. Administrative tasks**

The project assistant and translator

* prepares and organises information materials for the digital ambassador, officer responsible for the contract and cooperation and/or meetings;
* helps organise events and documents meetings, workshops and seminars at or outside HVCT;
* writes news on events implemented by HVCT in the frame of the cooperation or other partner colleges;
* helps prepare visitor programmes, draws up travel schedules, organises transport of visitors and makes hotel and ticket reservations;
* helps create and maintain a filing system for the office at HVCT, treats information *confidentially*, specifically in the areas of personnel and finance.

**2. M & E**

The project assistant and translator

* documents and inserts data into provided templates as requested by the M&E officer of the Programme;
* participates in the preparation of operational and monitoring plans and assists in reporting;
* performs data surveys and qualitative surveys within the framework of the M&E of the Programme in close cooperation with the project’s M&E expert;
* observes activities by HVCT in the frame of the cooperation, and in particular activities organized with the digital ambassador, and prepares monthly reports on the activities and results of the project at HVCT and sends them to the responsible project officer;
* documents all activities carried out at HVCT as well as other consulting assignments of the digital ambassador at other project locations (hardcopy and digital).

**3. Interpreting and translating**

The project assistant and translator

* translates English / Vietnamese / English at HVCT in support of the digital ambassador, in training courses and visits to educational institutes and companies;
* translates English/Vietnamese/English on official visits by delegations of GIZ, KfW, DVET and other partner organizations of the Programme Reform of TVET in Vietnam-GIZ at HVCT;
* translates and assists external and internal experts of the Programme in the course of their mission in the performance of their duties related to HVCT;
* Translates English/Vietnamese/English at events of the Programme „Reform of TVET in Vietnam“; supports the digital ambassador when necessary in dealing with authorities and in the solution of everyday challenges.
1. **Required qualifications, competences and experience**

**Qualification**

* University degree in English language, interpretation, project administration or any other related field
* Very good knowledge of English and Vietnamese spoken and written, German language skills are an additional asset;
* Knowledge of technical translations in the field of environment, wastewater treatment and vocational training;
* Good knowledge of MS Office

**Work experience**

* at least 3 years professional experience in a comparable position;
* previous experience in administrative project support
* good communication and team skills.

**Further knowledge / competencies**

* good application knowledge in dealing with IT and communication technologies as well as computer applications (e.g. MS Office applications);
* continues to qualify in accordance with the requirements of the area of responsibility; corresponding measures are agreed with the manager.
1. To be mobilized tentatively in September 2021 [↑](#footnote-ref-1)