

MCNV Representative Office in Vietnam

**JOB DESCRIPTION OF
A FULL TIME INTERPRETER cum ASSISTANT COORDINATOR FOR THE
BACHELOR OF SPEECH AND LANGUAGE THERAPY IN DANANG
UNIVERSITY OF MEDICAL TECHNOLOGY AND PHARMACY,
A COMPONENT OF THE SALT EDUCATION DEVELOPMENT PROJECT BY
MCNV IN VIETNAM**

1. Job Summary

The Interpreter cum Assistant Coordinator will work with MCNV's project team partners in Danang University of Medical Technology and Pharmacy (DUMTP) as a full time interpreter for the Bachelor of Rehabilitation Techniques with Specialization in Speech and Language Therapy (SALT) in the University of Medical Technology and Pharmacy in Da Nang which is implemented with technical and financial support from MCNV under the DISTINCT project by VietHealth/USAID.

The Interpreter cum Assistant Coordinator will work directly with MCNV's Project Coordinator and the vice-head of the Rehabilitation Department of DUMTP and Trinh Foundation Australia (TFA) - MCNV's partners in the Bachelor of SALT course.

2. Duration of time

The Interpreter cum Assistant Coordinator will work in the Rehabilitation Department of DUMTP for 21 months from the 1st of February 2021 to 30th of September 2022. There is a possibility for extension after the completion of the first contract.

3. Specific tasks and responsibilities

Under the supervision of MCNV's Project Coordinator and the vice-head of the Rehabilitation Department of DUMTP, and with inputs from TFA, the Interpreter cum Assistant Coordinator will work closely with international lecturers, clinical educators and other volunteers/experts working for the BSALT course and be responsible for doing (but not limited to) the main tasks as follow:

- Interpret English – Vietnamese – English for international lecturers when they teach SALT subjects and implement the BSALT in DUMTP. Preliminary schedule of SALT subjects which needs in-class and/or online interpretation in the BSALT in DUMTP from 1st February 2021 to 30 September 2022 will be provided;

- Interpret and translate students' written examinations and assignments, and answers to examinations and assignments;
- Interpret for in-class or online oral examinations conducted by international lecturers;
- Translate written materials and other types of materials for the BSALT course and MSALT course up on request;
- Interpret for international clinical educators supervising students at agreed placements sites for the BSALT;
- Translate Vietnamese and English resources developed at local hospitals as required by MCNV and managers of the Rehabilitation Department of DUMTP for the BSALT course;
- Do other interpretation and translation work from English to Vietnamese and vice versa, as needed;
- Do administrative tasks that will support managers of the Rehabilitation Department of DUMTP, the project's SALT experts and volunteers who work for the BSALT course;
- Other work related to the two BSALT and MSALT courses upon the request from managers of the Rehabilitation Department of DUMTP and MCNV;
- Do project assistance coordination tasks as listed below, but not limited to,:

For Face-to-face class:

- ❖ Liaise closely with international lecturers, students and DUMTP on the implementation and operation of the BSALT course at DUMTP, including:
 - providing in-class support for lecturers and students, ensuring all parties are informed and present for the lessons;
 - assisting in the preparation and organization of class activities and exams;
 - assisting in exam marking (not interpretation and translation of exam questions and papers but the actual marking itself) and working with lectures and DUMTP on matters related exam marking;
 - handling inquiries from students, lecturers and DUMTP on all matters related to the operation of the class (often acting as a contact point between the parties).
- ❖ Liaise with DUMTP to ensure that all BSALT exams and exam marking are in accordance with DUMTP policies;
- ❖ Assist DUMTP in the organization of special events for the BSALT course when required;
- ❖ Support international lecturers on behalf of MCNV on any matters during their stay in Vietnam for the two BSALT and MSALT courses (including paperwork, accommodation, travel, etc.).

For online class:

- ❖ Liaise closely with international lecturers, students, DUMTP (and UMP when needed) on the organization and implementation of the BSALT and/or MSALT subjects on Zoom - including:
 - providing online support for lecturers and students, ensuring all parties are informed and present for the lessons, managing Zoom and resolving technical issues for a smooth online teaching and learning experience;
 - assisting in the preparation and organization of class activities and exams on Zoom;
 - handling inquiries from students, lecturers and partners (UMP, DUMTP) on all matters related to the operation of the class (often acting as a contact point between the parties).
- ❖ Liaise with MCNV, DUMTP and UMP HCMC on additional support for lecturers, students and interpreters in online lessons, including updating the actual situation, discussing the necessary support and requesting for such support.

4. General Requirements

The following requirements must be met for this position:

a. Knowledge and skills

- Have minimum 03 year of proven track record in providing translation and interpretation in health profession;
- Have knowledge and understanding health profession and especially of speech and language therapy and education;
- Have knowledge about university education;
- Have knowledge and skills in interpretation in class hours;

b. Education

Essential: Bachelor degree in English language;

Desirable: training in interpretation and translation in SALT.

c. Experience

Essential:

- Have experience in interpretation and translation in health profession;
- Have experience in interpretation in classrooms;
- Have experience in working with SALT international teachers/volunteers;
- Have experience in working in team and individually;

Desirable:

- Experience in working in universities in Vietnam;

d. Working skills and attitude

- Available and willing to work at weekend time as the requirements of the training course's schedule;
 - Have good communication and interpersonal skills;
 - Have ability to work both autonomously and as part of a culturally diverse and multidisciplinary team;
 - Be open minded for discussion and sharing;
 - Be flexible and resourceful;
 - Be motivated to work towards the objectives of the project;
 - Be able to work independently and in a constructive way in a team;
 - Be organized, able to work according to deadlines;
 - Be willing to travel to other towns/provinces according to the needs of the work.
- e. Languages: Excellent English language skills.

Note: Candidates living in Danang will be preferable.