



Organisation Profile

Trinh Foundation Australia Ltd. (TFA), <http://trinhfoundation.org/>, was established in 2008 and is an independent, voluntary, not-for-profit organisation which aims to improve the quality of life of the many Vietnamese children and adults who suffer from communication and swallowing disorders.

TFA assisted in the planning and funding of the first ever full-time, two-year postgraduate training program in Speech Therapy and a 10-month paediatric Speech Therapy course at Pham Ngoc Thach University of Medicine in Ho Chi Minh City. From 2010 to 2017, three of these programs were delivered and have successfully trained 65 Vietnamese speech therapists.

Currently, TFA works in partnership with a number of educational and clinical institutions throughout Vietnam to deliver on our mission of bringing speech therapy to Vietnam.

From Hanoi in the north, to Ho Chi Minh City (HCMC) in the south, and places such as Hue and Danang, we are focused on creating new university courses, helping establish new clinics with the speech therapy graduates of our past courses, supporting the training of interpreters and translators, and contributing to graduates' continuing professional development.

Job Title

Part-time Interpreter/Translator

Job Level

Entry level

Salary Range

Payment will be negotiated with the candidates.

Workplaces

TFA organizes activities in a number of cities/provinces in Vietnam, for example Ho Chi Minh City, Danang, Hue and Hanoi. You will predominantly work locally but sometimes you could have the opportunity to travel to other sites. TFA also has online mentoring programs and clinical placements, therefore you may interpret via Skype from home.

Job Category

Interpreter/Translator

Job Description

TFA is seeking a number of motivated, professional people for the role of Part-time Interpreter/Translator. This role provides the opportunity to make a positive contribution to the development of Speech Therapy as a profession in Vietnam, by playing a key part in the operation of Continuing Professional Development Program for our Speech Therapy graduates. Key duties for the role include:

- Facilitating communication between parties that do not speak the same language – Australian speech therapists, Vietnamese Speech Therapy graduates, Vietnamese patients, etc.;
- Interpreting online mentoring sessions between Australian mentors and Vietnamese graduates via Skype;
- Interpreting lectures, tutorials, clinical skills sessions and other teaching activities from English to Vietnamese and from Vietnamese to English;
- Interpreting at other events which involve Speech Therapy graduate participation as required, eg, meetings, workshops, conferences, etc.;
- Interpreting at various hospitals, special schools or intervention centers, mainly in Ho Chi Minh City but also in Hanoi, Danang and Hue;
- Utilising appropriate interpretation modes in order to deliver the message in the most accurate and complete way;
- Translating Speech Therapy materials, eg, resources, books, lecture notes, etc.;
- Translating Speech Therapy graduates' paperwork, evaluation forms, feedback forms, etc.;
- Translating other paperwork and documents related to Speech Therapy work as required.

Prerequisites for Employment

In order to gain employment with TFA, apart from the Job Requirements (see below), the successful candidate must also satisfy the following prerequisites:

- Completion of the Interpreter Training Short Course for Healthcare (Speech Therapy);
- Meeting the requirements the Interpreter Training Short Course for Healthcare (Speech Therapy).

Please refer to the Program Overview document for more information on the training short course.

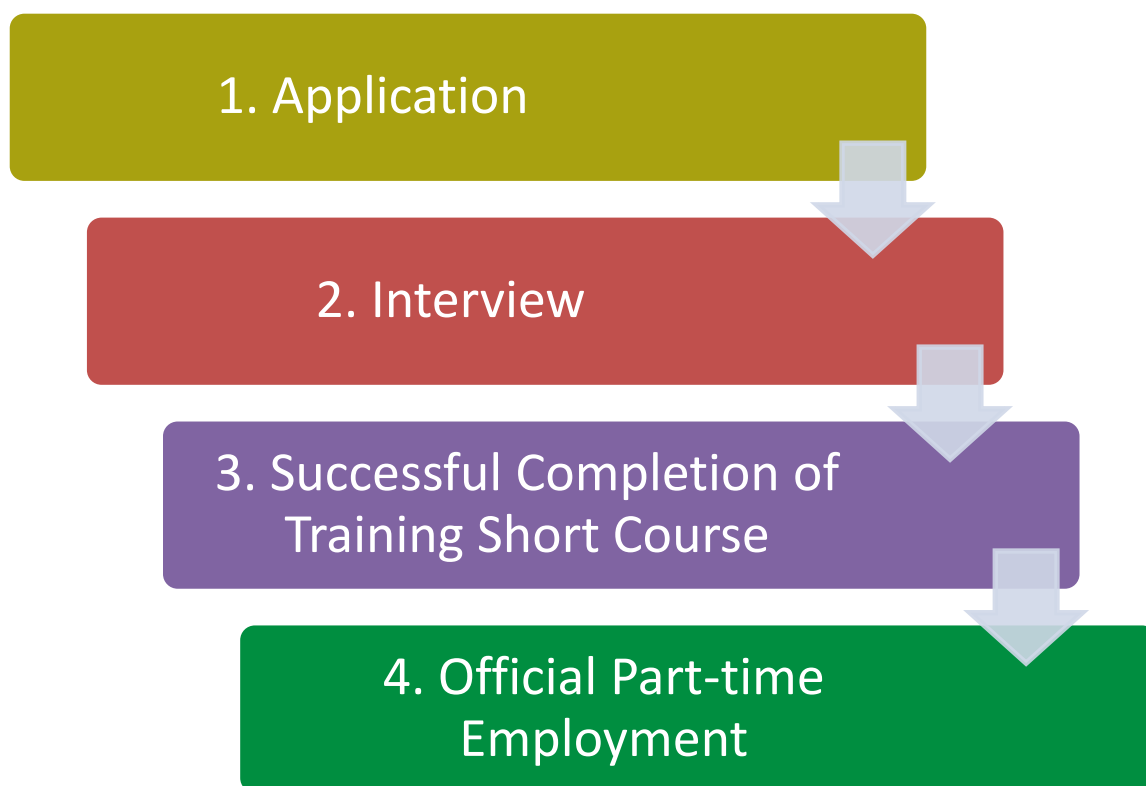
Job Requirements

The successful candidate will be required to have:

- Live in Ho Chi Minh City or Da Nang City.
- Fluency and good command of written and spoken English and Vietnamese;
- Ability to respond quickly between the English and Vietnamese languages;
- Availability to work at night and weekends (for the online mentoring program) and work at administrative hours for a block of 2 weeks (for the Speech Therapy Courses in future);
- Availability to do part-time translation of 10 to 15 hours per week;
- High level of initiative and strong desire to learn new things;
- Good organisational and time management skills;
- Good interpersonal skills and ability to communicate effectively;
- Good computer literacy and proficiency with Microsoft Office, Skype...;
- Flexibility and ability to cope with a changing work environment;
- Strong sense of responsibility and professionalism;
- Ability to work effectively both as a team and independently;
- Previous experience in interpreting/translating is preferred but not compulsory.

Selection Process

Below is the outline of steps in order to obtain employment with TFA as a part-time interpreter/translator.



This is a challenging but rewarding role and the successful candidate will have professional development opportunities and be part of a program that is changing people's lives.

*To apply please submit your CV with a cover letter demonstrating your suitability to job requirements.

Deadline for Application

12PM on Monday, 15th of March, 2021

Preferred Language for Applications

English

Contact Person

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