

**Ministry of Agriculture, Livestock and Irrigation**  
**Department of Rural Development (DRD)**  
**National Community-Driven Development (NCDD) Project**  
**Interpreter - 24 months (2 positions)**  
**C 48.2/2016**

The full-time professional Interpreter will enhance all forms of communication between the Project Team at the Department of Rural Development (DRD) and the international consultants, and the Project Team with various donors and thus enable the Team to more efficiently plan, implement and deliver the full range of commitment to the donors and to the Government of Myanmar. The Interpreter will be supervised by the Project Coordinator, and will work closely with all Project Team members.

**Specific Tasks**

At DRD Nay Pyi Taw Office, **Oral interpreting:**

1. Provide direct interpreting services to the Project Team with international consultants and/or donors on a daily basis.
2. Main points/highlights of discussion during meetings, seminars/workshops, conferences, and other forums (simultaneous),
3. Provide interpretation during training, presentation (PowerPoint etc.), communications, work plans, invitations (simultaneous).

During field travel with Project Team, **Oral interpreting:**

4. Provide direct interpreting services to the Project Team, township, village and village tract levels with international consultants and/or donors (simultaneous).
5. Main points/highlights of discussion during meetings, seminars/workshops, conferences, and other forums (simultaneous).
6. Provide interpretation during training, presentation (PowerPoint etc.), communications, work plans, invitations (simultaneous)

Others:

7. As may be required by the Project Team, provide written translation of project documents including but not limited to progress reports, annual and quarter reports, meeting announcement, agenda, minutes, notes, office memorandum/regulation, written communication and/ or any others documents as specified by the Project Coordinator.

8. Provide or assist on other administration support such as preparing/typing documents and meeting arrangements.

### **Qualifications**

- At least three years experience as Interpreter in an international organization or project similar to Myanmar NCDD
- Fluent in spoken and written English and Myanmar
- Skilled in use of Word, Excel, PowerPoint and email
- Team-oriented/team player
- With professional initiative

### **To Apply**

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **August 11, 2016**.

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director),  
NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.  
Office No. 14, Nay Pyi Taw, Myanmar.  
Telephone: 067 – 409071  
Email address: [unioncddprocurement@gmail.com](mailto:unioncddprocurement@gmail.com)

Contact to: **Daw Su Wai Kyaw** (S.A.E),  
NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.  
Office No.14, Nay Pyi Taw, Myanmar.  
Telephone: 067 – 409071  
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