

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 14/11**

OPEN TO: All interested candidates
POSITION: Occupational Health Unit Director (Physician), FSN-12*
OPENING DATE: June 13, 2014
CLOSING DATE: June 27, 2014
WORK HOURS: Part-time, up to 30 hours/week
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds
ANNUAL SALARY: US\$51,184.00
(*Position Grade: FSN-12 (ERR) - Starting salary for a 40-hour work week)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the part-time Occupational Health Unit Director (Physician) position in its Management Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as a medical professional in the Occupational Health Unit at the Consulate General under the administrative supervision of the Management Officer and the functional supervision of the Regional Medical Officer in Bangkok. Incumbent will provide professional medical services and has overall responsibility for the health care, medical orientation, physical examination, and immunization program for HCMC American employees. Incumbent will be responsible for providing supportive care and treatment, identifying serious medical conditions and making immediate referrals, maintaining medical records, conducting health education programs for the community, providing health information, and liaising with local health care providers. Incumbent will also be responsible for the timely requisitioning of medications, immunizations, health kits, and other supplies, materials, and equipment necessary for the Consulate health program in the country.

Please contact the Management Office at 3520-4200 X4342/4454 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. M.D. collegiate degree, completion of an approved internship and residency, and a license to practice medicine acceptable in the host country (comparable to requirements in the United States) are required.
2. Must have at least six years of progressive experience in the medical field and formal residency training.
3. Knowledge in the use of medical office equipment as well as in conducting vision screening, blood pressure testing and other medical procedures are required. Must be able to participate in continuing professional study and attendance at workshops to update medical knowledge.
4. Must possess primary care medical skills and emergency medical skills both for adults and pediatric patients. Must be sensitive to the needs of patients and maintain the trust and confidence of employees and their dependents by maintaining confidentiality.
5. Must have Word processing skills (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may send a current résumé or curriculum vitae that provides all the information on the DS-174 (please refer to [Appendix B](#) for further details) in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at the U.S. Consulate in Ho Chi Minh City, 04 Le Duan Street, District 1 between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 04 Le Duan Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4454
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: JUNE 27, 2014.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.