

**EMPLOYMENT OPPORTUNITY**  
**INTERNAL ANNOUNCEMENT NUMBER: HCMALL 14/15B**

*This announcement is for a trainee level. The position is also advertised at a full performance level. Please see the ANNOUNCEMENT NUMBER HCMALL 14/15A for reference.*

**OPEN TO:** Current Locally Employed Staff (DH/PSC/PSA) of the U.S. Mission  
**POSITION:** Supervisory Visa Assistant, FSN-8  
**OPENING DATE:** July 02, 2014  
**CLOSING DATE:** July 16, 2014  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** Ordinarily Resident: US\$10,459 (Starting salary)  
**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Supervisory Visa Assistant position in its Consular Section/ Immigrant Visa Unit.

**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 the position will serve as Team Leader for Locally Engaged (LE) Staff in the Immigrant (IV) Visa Unit of the Consular Section. The incumbent will supervise all the activities of an average of five visa assistants in one of the teams that comprise the IV Unit and manage all routine tasks of the Unit.

Please contact the Management Office at 3520-4200X4342/4454 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. College or University studies required.
2. Must have at least three years of progressive work experience involving application of relatively complex regulatory material with frequent public contact.
3. Must have 1) comprehensive knowledge of applicable U.S. immigration laws, regulations, and procedures; 2) familiarity with fraud patterns indigenous to Vietnam and 3) thorough understanding of routine office/internal operating procedures and knowledge of Vietnamese government regulations and bureaucratic processes.
4. Must have abilities to 1) apply good judgment in evaluating evidence and to apply relatively complex regulations correctly; 2) multitask efficiently with a high degree of accuracy in a very demanding work environment and 3) draft correspondence/ cables in correct and standard English and Vietnamese languages. Excellent organizational, management, and communications and interpersonal skills are required.
5. Must demonstrate proficiency in Microsoft Office software (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

**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, 07A Mac Dinh Chi Street  
District 1, Ho Chi Minh City  
Tel. 84-8-3520-4342/4454  
Fax: 84-8-3520-4233

### **CLOSING DATE FOR THIS POSITION: JULY 16, 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.