

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 14/22B**

***This announcement is for trainee performance level. The position is also advertised at full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 14/22A for reference.***

OPEN TO: All interested candidates

POSITION: **Visa Assistant (two positions), FSN-7**

OPENING DATE: August 25, 2014

CLOSING DATE: September 08, 2014

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: One long term position and one temporary position; the length of the temporary position not to exceed six months. Actual filling of the positions is contingent upon the availability of funds.

ANNUAL SALARY: Ordinarily Resident: **US\$8,300.00 (Starting salary)**

The Consulate General of the United States of America in Ho Chi Minh City is seeking individuals for employment for two Visa Assistant positions; one long term position and one temporary position—the length of the temporary position not to exceed six months—in the Consular Section/Immigrant Visa (IV) 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

Incumbents of these positions will serve as Visa Assistant in the Consular Section's Immigration Visa Unit (IV) at the U.S. Consulate General in Ho Chi Minh City. The incumbents will complete the majority of IV tasks independently and operate under a unique monthly rotation of specialized visa functions. The incumbents are highly versatile visa assistants who are fully competent in all stages on IV processing from beginning to end.

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. Completion of secondary school is required.
2. Must have at least one year of progressively responsible experience in the application of complex regulatory material involving contact with the public, customer service or closely related work.
3. General knowledge of Vietnamese civil law, specifically regarding marriage and divorce, birth registration, adoption, and immigration, as well as of the national and provincial education system is required.
4. Must be able to deal with customers in a professional and courteous manner; work under pressure; provide professional interpretation/translation services between English and Vietnamese and apply good judgment in evaluating evidence in the application of complex regulations. Must have excellent organizational, communication, and interpersonal skills and the ability to multitask efficiently with a high degree of accuracy in a very demanding work environment. Must be familiar with general office management practices.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications, specifically Microsoft Office, Excel, PowerPoint and other associated applications.
6. Level 3 (Good working knowledge) 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 Not Ordinarily Residents (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, 7A Mac Dinh Chi Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/ 4454
Fax: 84-8-3520-4233

All applications must be put in sealed envelopes and addressed to the Management Officer to receive consideration. Please write clearly on your application the position (long term or temporary) for which you are applying.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 08, 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.