

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 15/16B**

*This announcement is for trainee level. The position is also advertised at full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 15/16A for reference.*

OPEN TO: All interested candidates
POSITION: Information Specialist, FSN-9
OPENING DATE: April 10, 2015
CLOSING DATE: April 24, 2015
WORK HOURS: Full-time, 40 hours/week
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds
ANNUAL SALARY: US\$13,685.00 (Starting salary)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Information Specialist position in its Public Affairs Section.

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

BASIC FUNCTIONS OF THE POSITION

Incumbent of the position serves as Post's local expert on media, political and social developments, in direct support of the Front Office, the Public Affairs Section, other sections and official visitors. Incumbent monitors Vietnamese media for select items on U.S. policies, bilateral relations, U.S. image in Vietnam and issues of U.S. Government's interests, summarizes and translates them for distribution within Mission and to U.S. officer; organizes and advises on appropriate media targets for Mission's briefings, press conferences and media programs to advance Mission interests; promotes placement of public diplomacy materials; collects, compiles and analyzes complex data from media sources on important events and leading personalities in the media and political sphere for background and reporting purposes; develops and maintains working-expert-and senior-level contacts in the media, government of HCMC and all 33 provinces in the consular district; nominates media leaders for participation in the IV and other exchange programs; manages Post's book translation programs. The incumbent also serves as an interpreter for media events as well as drafts nomination and other cables.

QUALIFICATION REQUIREMENTS

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

- (1) University degree in one of the following fields: Journalism, Communication, Marketing, Political Science, International Relations is required.
- (2) Must have at least three years of progressively responsible experience in newspaper reporting, economic or social science research and analysis field.
- (3) Must have 1) thorough knowledge of Vietnam's media, economic, political and social policies, structures, and institutions, historical developments and key political figures; 2) understanding of U.S. foreign policy vis-à-vis Vietnam
- (4) Must have abilities to 1) develop and maintain an extensive range of working and high-level contacts in the media and government sectors; 2) interrelate media developments to political, economic and social factors and forces in Vietnam; 3) nominate, plan, and organize media events, seminars and trips.
- (5) Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).
Level 5 (Professional) 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 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 or a combination of both DS-174 (sections 1 – 24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

Applications should be submitted through email to the address: HoChiMinhCityHR@state.gov

Subject line must be: (HCMALL 15/16B) or your application may not be considered;

We will only accept applications by email. Please do NOT attach a photo on an application form or resume.

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.

CLOSING DATE FOR THIS POSITION: APRIL 24, 2015.

(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.