

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 15/17A**

*This announcement is for full performance level. The position is also advertised at trainee level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 15/17B for reference.*

**OPEN TO:** All interested candidates  
**POSITION:** **Visa Assistants (two positions), FSN-8**  
**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 positions is contingent upon the availability of funds.  
**ANNUAL SALARY:** Ordinarily Resident: **US\$10,459.00 (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 in its Consular Section/Immigrant Visa (IV) Unit.

**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**

Incumbents of these positions will serve as Visa Assistants in the Consular Section's IV Unit 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.

**QUALIFICATIONS REQUIRED**

**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 two years of progressively responsible experience in the application of complex regulatory material involving contact with the public, customer service or closely related work.
3. Must have comprehensive knowledge of U.S. immigration laws and visa regulations. 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](http://hochiminh.usconsulate.gov/jobs.html) on the Management 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 these positions 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](mailto:HoChiMinhCityHR@state.gov)**

**Subject line must be: (HCMALL 15/17A) 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.