

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 15/23A**

*This announcement is for full performance level. The position is also advertised at trainee level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 15/23B for reference.*

**OPEN TO:** All interested candidates  
**POSITION:** **Agricultural Marketing Specialist, FSN-10**  
**OPENING DATE:** May 29, 2015  
**CLOSING DATE:** June 12, 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\$16,300.00 (Starting salary)**

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Agricultural Marketing Specialist position in its Foreign Agricultural Service (FAS) 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 will develop marketing strategies and programs that enhance demand for, and exports of, U.S. agricultural products in Vietnam and Cambodia. Incumbent maintains daily trade, government, and stakeholder contacts vital to market information gathering, regulatory analysis efforts, and U.S. Department of Agriculture (USDA) program oversight for the Office of Agricultural Affairs; monitors market developments that could impact U.S. exports, and keeps Agricultural (Ag) Counselor and Ag Attaches informed of, and reports on, significant developments; monitors regulatory developments and policy decisions that affect local production and demand, and analyzes implications for U.S. agricultural exports; addresses market access issues, resolves time-sensitive customs clearance issues, provides information and support to U.S. exporters and importers of agricultural products, and monitors and supports existing USDA programs. The incumbent will take lead for FAS-Vietnam on technical and trade policy work related to regulatory developments impacting host-country exports to the U.S. market, including USDA inspection programs, implementation of the Food Safety Modernization Act (FSMA), and other regulatory/access concerns for host-country exports to the U.S. market as appropriate. The incumbent will be required to draft and compile trade information for numerous scheduled and voluntary reports covering exporter assistance and commodities of concern to USDA stakeholders. Overall, incumbent devotes roughly 70 percent of time supporting USDA objectives in Vietnam and 30 percent of time supporting USDA objectives in Cambodia.

**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: Economics, Commerce, Marketing, Agriculture, International Trade/Relations, or Law is required.
- (2) Must have at least five years of progressively responsible experience in a profession related to agriculture, agricultural trade, economic analysis, or marketing.
- (3) Must have 1) thorough understanding of basic economic principles; 2) thorough knowledge of international business practices, trade organization, distribution channels for an entire range of agricultural products, and operation of relevant government agencies with oversight of agriculture; 3) general understanding of production and trade policies that would affect food and agricultural product trade.
- (4) Must have abilities to 1) obtain and evaluate market data from a wide variety of sources; 2) prepare complete English drafts for all scheduled reports, as well as voluntary reports on other issues; 3) recognize and evaluate new developments, which could affect supply and demand and market access/opportunities for assigned commodities and prepare voluntary/alert reports; 4) travel up to 20 percent of time and set up/maintain a network of contact in Vietnam and

Cambodian agribusiness industry and government . Must have personal characteristics that inspire confidence and cooperation on the part of persons with whom he/she must maintain official contact.

- (5) Must have basic computer skills, including spreadsheets, word processing, and presentation software.
- (6) Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese, with demonstrated knowledge of technical terminology in agriculture, international trade, and economics 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](mailto:HoChiMinhCityHR@state.gov)**

**Subject line must be: (HCMALL 15/23A) 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: JUNE 12, 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.