

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 15/48**

OPEN TO: All interested candidates
POSITION: American Center Programing Coordinator, FSN-8
OPENING DATE: August 27, 2015
CLOSING DATE: September 10, 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: Ordinarily Resident: US\$11,803.00 (Starting salary)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment of the American Center Programing Coordinator position in the 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

Under the supervision of the American Center (AC) Director and Information Officer (IO) of the Public Affairs Section (PAS), the incumbent designs, markets and coordinates programs at the AC in line with Mission and Public Diplomacy strategic goals and monthly themes. The incumbent will coordinate cross-cutting programs to help patrons develop English skills while learning about American society, culture, values, and policy. The incumbent also develops and maintains contact with accomplished American expatriates, exchange program alumni, and leadership of partner institutions to recruit top-notch facilitators and guest speakers.

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 marketing, English teaching, American studies, journalism, political science, international affairs or a related field is required.
2. Must have at least three (03) years of progressively responsible work experience in event management, marketing, higher education, NGO management, cultural programs administration, public policy, journalism or related field.
3. Must have 1) advanced understanding of promotional and marketing/communications campaign strategies, especially in the Vietnamese context; 2) advanced knowledge of current trends and developments in U.S. policy and culture. Must be generally versed in a wide variety of topics including but not limited to English language education, entrepreneurship, and the environment.
4. Must be able to 1) work effectively in teams, with both American and foreign national staff; 2) independently plan, organize and carry out programs; 3) train and motivate a team of volunteer interns to execute programs with close attention to detail and professionalism. Excellent written and oral communication skills as well as excellent public speaking skills are required.
5. 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 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. Do not compress files and send in "rar" format.

Subject line must be: (HCMALL 15/48) 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 requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: SEPTEMBER 10, 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.