

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 15/06**

OPEN TO: All interested candidates

POSITION: **Temporary Administrative Assistant, FSN-6**

OPENING DATE: January 23, 2015

CLOSING DATE: February 06, 2015

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Temporary position not to exceed six (06) months. Actual filling of the position is contingent upon the availability of funds

ANNUAL SALARY: **US\$6,675.00**

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Temporary Administrative Assistant position in its Community Liaison Office/Management 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 assist the Community Liaison Office (CLO) Coordinator in developing and maintaining key contacts; managing information that benefit the morale and welfare of the entire Consulate; serving as the main point of contact for all CLO-organized activities; promoting and implementing cross-cultural activities; providing expert advice on Vietnamese culture and language to the Consulate staff and their family members; and assisting in all CLO trips and social functions.

QUALIFICATION REQUIREMENTS

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

1. University studies are required.
2. Must have at least two years of experience in event planning, management, or travel and tourism fields, with an emphasis on group travel and large scale event planning including setup and breakdown of events.
3. Must have an in-depth knowledge of the host country and region local history, culture, regions, customs. A strong understanding or experience in travel and event planning is required.
4. Must be able to communicate effectively and efficiently with employees from all segments of the Consulate.
5. Must demonstrate skills to problem solve, multi-task and work well under time and pressure constraints.
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 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>.

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

Subject line must be: (HCMALL 15/06) 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: FEBRUARY 06, 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.