

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HCMALL 10/33

(Applicants who responded to Vacancy Announcement HCMALL 10/19 do not need to reapply)

OPEN TO: All Interested Candidates
POSITION: Telephone Operator, FSN-4; FP-AA*
OPENING DATE: November 15, 2010
CLOSING DATE: November 29, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$24,518 (Starting salary)
(Position Grade: FP-AA will be confirmed by Washington)
*Ordinarily Resident: US\$5,235 (Starting salary)
(Position Grade: FSN-4)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time Telephone Operator position in its Information Resources Management Office.

BASIC FUNCTION OF THE POSITION

Incumbent of this position, under direct supervision of Information Programs Officer, will serve as the second telephone switchboard operator and receptionist; direct and assist visitors and perform other duties as directed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATION REQUIRED

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. At least two years of general office work experience is required.
3. Must have knowledge of general office operation practices.
4. Ability to use tact and diplomacy when dealing with public is required.
5. Must have basic computer skills (this will be tested).
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.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office

U.S. Consulate General, 7A Mac Dinh Chi Street

District 1, Ho Chi Minh City

Tel. 84-8-3520-4342/ 4274

Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: NOVEMBER 29, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)