

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 10/36**

**OPEN TO:** All Interested Candidates  
**POSITION:** Computer Management Assistant, FSN-9; FP-5 (Steps 1 through 4)\*  
**OPENING DATE:** December 09, 2010  
**CLOSING DATE:** December 23, 2010  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$50,043 (Starting salary)  
(Position Grade: FP-5 will be confirmed by CDC Headquarters)  
\*Ordinarily Resident: US\$13,685 (Starting salary)  
(Position Grade: FSN-9)  
**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 Computer Management Assistant position in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP).

**BASIC FUNCTIONS OF THE POSITION**

The incumbent of the position will operate as the main day-to-day support provider of the CDC HCMC local-area-network (LAN) system; maintain the CDC HCMC office's computer and telecommunications system and ensures its ongoing, efficient operation. Together with technical and administrative staff in CDC, the incumbent will define the objectives of the system and ensure that needs can be adequately met; provide full technical support for network operations, security, workstations, hardware and software; recommend the contracting out of IT services, maintenance and support after cost-effectiveness analysis, eg., maintenance of PCs, printers and other computer peripherals, connectivity providers; ensure proper installation and configuration of all computers and devices on the network and use of computer software; interface with CDC/ Atlanta and Hanoi technical staff in planning upgrades and expansion of the operational capabilities of the system in Vietnam and coordinate interface connectivity with Hanoi. The incumbent will also advise professional staff on the use of hardware and software systems.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

**QUALIFICATION REQUIREMENTS**

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

1. Bachelor degree in computer science or engineering is required.
2. Must have a minimum of three years experience in network and computer support in research, government, NGO or business.
3. Must have good knowledge of local hardware and software technologies vis-à-vis the capabilities; knowledge in systems analysis and systems management, local networks and service providers. Must have thorough knowledge of Windows Server 2003/2008) network operating system, Windows XP (or Windows 7) for workstations and Cisco switches. Knowledge in webpage design, ASP.NET programming, SharePoint Server 2007, Microsoft Office, including Access and local Vietnamese software is required.
4. Good technical skills are required to troubleshoot, diagnose and solve hardware and software problems. Must have ability to provide instruction to fellow CDC staff at a non-technical level and skills to perform simple repairs on computer servers and PCs are required; ability to support the day-to-day operations of the CDC computer systems, including network equipment such as routers, firewalls, Windows Server network file and printer servers, Exchange Mail system and Internet Web servers, ensure security of data and protection from computer viruses, provide support for both local and remote workstations accessing the LAN; ability to provide general computer usage advice based on a good knowledge of the main

- computer software used at CDC is required. Must be able to articulate needs and problems to CDC Director and Deputy Director, IT Manager and resource personnel in CDC-Atlanta.
5. 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: DECEMBER 23, 2010**

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