

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HCMALL 11/04A**

*This announcement is for a full performance level. The position is also advertised at a trainee level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 11/04B for reference.*

- OPEN TO:** All Interested Candidates
- POSITION:** Visa Assistant, FSN-8; FP-6\*
- OPENING DATE:** February 24, 2011
- CLOSING DATE:** March 10, 2011
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$44,737 (Starting salary)  
(Position Grade: FP-6 will be confirmed by Washington)  
\*Ordinarily Resident: US\$10,459 (Starting salary)  
(Position Grade: FSN-8)
- 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 for Visa Assistant position in its Consular Section/Immigrant Visa Unit.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent of this position will serve as Visa Assistant in the Consular Section's Immigration Visa Unit (IV) at the U.S. Consulate General in Ho Chi Minh City. The incumbent will complete the majority of IV tasks independently and operate under a unique monthly rotation of specialized visa functions. The incumbent is a highly versatile visa assistant who is fully competent in all stages on IV processing from beginning to end.

Please contact the Human Resources 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) Completion of secondary school is required.
- (2) Must have at least two years of progressively responsible experience in work involving the application of relatively complex regulatory material along with extensive public contact or closely related work.
- (3) Must have comprehensive knowledge of applicable U.S. immigration laws and visa regulations, visa processing guidelines, and general office management practices. General knowledge of Vietnamese law regarding marriage, births personal prosperity, civil rights and immigration, as well as of the national and provincial education systems is required. Must be familiar with fraud patterns indigenous to Vietnam.
- (4) Must be able to deal with customers in a professional and courteous manner; work under pressure; translate/interpret professionally English to Vietnamese and vice versa; apply good judgment in evaluating evidence and apply relatively complex regulations. Must have excellent organizational, communications, and interpersonal skills; ability to multitask efficiently with a high degree of accuracy in a very demanding work environment are required.
- (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (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: MARCH 10, 2011**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application may not be successful.)