

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 11/29**

- OPEN TO:** All interested candidates
- POSITION:** **Political/Economic Assistant, FSN-9; FP-5 (Steps 1 through 4)***
(*Position grade FP-5 will be confirmed by Washington)
- OPENING DATE:** November 07, 2011
- CLOSING DATE:** November 21, 2011
- 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:** **US\$50,043.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
 - At least 18 years old; and
 - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil service annuity.
- US\$42,948.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
 - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
 - EFM hired under PSA mechanism; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
 - Not holder of diplomatic passport; and is a local resident; and
 - Is subject to the host country employment and tax law; and
 - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$13,685.00 (Position Grade: FSN-9- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Is subject to the host country employment and tax law.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Political/Economic Assistant position in its Political/Economic Section.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as post's local assistant on political, economic and social developments in direct support of the Consul General and Deputy Principal Officer, the Political/Economic Section and official visitors; collect, compile and analyze complex data from multiple sources on important events; develop and maintain expert and senior-level contacts in the government, business, academic and media sectors of HCMC, Danang, and other provinces in the Consular District. The incumbent will be responsible for sharing a wide range of clerical and administrative duties with the other section's

Political/Economic Assistant, including drafting correspondence and diplomatic notes for senior Mission officers and arranging logistics for visits, travel and appointments. The incumbent will also act as interpreter/translator and backup to the other Political/Economic Assistant as needed.

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. University degree in one of the following fields: economics, marketing, business administration, political science, public policy, international relations, history, international law, social sciences or other related fields is required.
2. At least two years of progressively responsible experience in one of the following fields: economic or social science research and analysis or another closely related field is required.
3. Must have knowledge of both U.S. and Vietnamese foreign and domestic policy issues, Vietnam's economic, social and political structure as well as fundamental knowledge of recent American and Vietnamese history.
4. Must have abilities to develop and maintain an extensive range of contacts in the public and private sectors; to interrelate social, political and economic developments in Vietnam with U.S. foreign policy priorities, to work under extreme time pressures and scan, comprehend and summarize quickly. Good skill in interpretation and translation is required.
5. Must know how to run various software programs, including word processing, spreadsheets and database management (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 5 (Professional level) 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 21, 2011

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