

VACANCY ANNOUNCEMENT

(Announcement No. 12/49)

Re-advertised

OPEN TO: All interested candidates
POSITION: **Consular (ACS) Clerk, FSN-6**
OPENING DATE: August 13, 2012
CLOSING DATE: September 7, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Actual salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Vientiane is seeking an individual for the position of **Consular (ACS) Clerk**, in the Consular Section.

BASIC FUNCTION OF POSITION:

The incumbent performs moderately difficult and responsible work pertaining to the full range of special consular services, passport and citizenship services, and Federal benefits services with daily public contact. He/she serves as a backup for routine non-immigrant and immigrant visa processing procedures.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of college or university with a bachelor degree in English or social sciences is required.
- 2. Prior Work Experience:** At least one year of experience in work involving the application of regulatory material and public contact, or other closely-related experience.
- 3. Language Proficiency:**
Fluency (Level IV) in written and spoken Lao is required.
Fluency (Level IV) in written and spoken English is required.
- 4. Knowledge:** A working knowledge of Lao criminal and family law, regulations, and local government procedures. Good working knowledge of the ACS software. Knowledge of the general principles of filing, general office procedures.
- 5. Skills and Abilities:** Exercise of tact and good judgment in dealing with the public. Ability to apply regulations correctly and to know when to refer cases to higher authority. Ability to explain procedures and requirements in Lao and English. Ability to organize paperwork. Ability to type in English and Lao and to use Microsoft Office Suite is essential.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at:
http://laos.usembassy.gov/job_opportunities.html
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that Addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Rue Bartholonie, That Dam
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-267176
Fax: 856-21-267140
E-mail: VientianeHR@state.gov

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.
Only shortlisted candidates will be notified.

CLOSING DATE FOR THIS POSITION: September 7, 2012

An Equal Opportunity Employer