

## VACANCY ANNOUNCEMENT

(Announcement No. 13/29)

**OPEN TO:** All interested candidates  
**POSITION:** **Consular Clerk (Translator), FSN-4**  
**OPENING DATE:** December 11, 2013  
**CLOSING DATE:** December 27, 2013  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual grade and 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 Clerk (Translator)** in the Consular Section.

### **BASIC FUNCTION OF POSITION**

The jobholder serves as a Hmong language translator for Consular Officers and Assistants, translating spoken and written Hmong into English and Lao (and vice versa). He/she assists Consular Officers, Assistants, and other Locally Employed Staff (LES) in performing routine data-entry, filing, case review and investigation, so that more senior staff may have time for investigating and processing more complex tasks.

### **QUALIFICATIONS REQUIRED**

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

- 1. Education:** Completion of high school with superior grades is required.
- 2. Prior Work Experience:** One year previous office experience
- 3. Language Proficiency:** Fluency in written and spoken Hmong and Lao, general professional proficiency in written and spoken English is required.
- 4. Knowledge:** Experience in computers using Microsoft windows operating system, general principles of filing, general office procedures; additional background in computer-based data management.
- 5. Skills and Abilities:** Strong typing and clerical skills; strong interpersonal skills; ability to organize paperwork; ability to comprehend complex rules and regulations; ability to explain procedures and requirements in Lao and English.

### **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](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: [VientianeHRO@state.gov](mailto:VientianeHRO@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: DECEMBER 27, 2013**

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