

## VACANCY ANNOUNCEMENT

(Announcement No. 13/01)

**OPEN TO:** All interested candidates  
**POSITION:** **Human Resources Assistant, FSN-7**  
**OPENING DATE:** January 10, 2013  
**CLOSING DATE:** January 25, 2013  
**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 **Human Resources Assistant** in the Management Section.

### **BASIC FUNCTION OF POSITION:**

The incumbent is the primary person at post responsible for all locally employed staff (LES) personnel services and actions. They handle employee evaluation reports, within-grade increases (WGI), time and attendance reporting, administration of the health benefits program, as well as other duties. The employee is responsible for processing over a thousand HR actions/vouchers every year.

### **QUALIFICATIONS REQUIRED:**

- 1. Education:** Completion of two-years of university courses (equivalent to Junior College degree) required.
- 2. Prior Work Experience:** At least three years of HR related or administrative experience is required.
- 3. Language Proficiency:** Level III English and Lao, good working knowledge in both written and spoken is required.
- 4. Knowledge:** Must have knowledge of office administrative practices and procedures, filing system and basic knowledge of Human Resources Administration in general. Post-entry: Required to be thoroughly familiar with the Local Compensation Plan (LCP), 3-FAM and 3-FAH.
- 5. Skills and Abilities:** Ability to type in both English and Lao. Good computer skill in using Microsoft Word, Excel, Outlook, Access and other database systems.

### **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: [VientianeHR@state.gov](mailto: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: January 25, 2013**  
An Equal Opportunity Employer