

VACANCY ANNOUNCEMENT

(Announcement No. 14/06)

OPEN TO: All interested candidates
POSITION: **HR Assistant (Medical Claims), FSN-7**
OPENING DATE: March 26, 2014
CLOSING DATE: April 11, 2014
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 **HR Assistant (Medical Claims)** in the Management Section.

BASIC FUNCTION OF POSITION:

Acting as a primary administrator of the Embassy Locally Employed Staff (LES) Health Benefits Program, the Medical Claims Examiner reviews all LES health benefits claims, making sure the submitted documents are accurate and all guidelines in the LCP (Local Compensation Plan) have been followed before pre-approving the vouchers for payments or facilitate further investigation as needed. S/he works with local insurance companies on a regular basis to obtain travel insurance for LE Staff going on official travel outside Laos. The incumbent also serves as a backup timekeeper and supports other administrative works as required. He/she reports to the Embassy's Management Officer, with work guidance from the HR Supervisor and/or Health Unit.

QUALIFICATIONS REQUIRED:

Education:

Bachelor or associates degree in a field related to medicine and/or health care

Prior Work Experience:

Must have 2 to 3 years of experience working in a hospital or a medical setting with responsibility for diagnosis and treatment of most common health conditions. Some experience in health care administration is required.

Language Proficiency:

Level III good working knowledge of English and Lao in both spoken and written is required.

Job Knowledge:

Must have a working knowledge of medical terminology and common medical diagnoses. Must have a general knowledge of local pharmaceuticals used to treat the most common health conditions. Have a broad understanding of health insurance administration processes and standard guidelines, such as the average hospital stay for a certain procedures or standard treatments for common illnesses. Also knowledge of office administrative practices and procedures, filing system and basic knowledge of Human Resources Administration in general, is required. Post-entry: Required to be thoroughly familiar with the Local Compensation Plan (LCP), 3-FAM and 3-FAH.

Skills and Abilities:

Must be detail-oriented, precise and thorough. Ability to type in both English and Lao. Good computer skill in using Microsoft Word, Excel, Outlook, Access and other database systems. Must have good numerical and math skills in order to process medical vouchers correctly.

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: 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: April 11, 2014

An Equal Opportunity Employer