

VACANCY ANNOUNCEMENT

(Announcement No. 12/50)

OPEN TO: All interested candidates
POSITION: **Program Management Assistant (DAO)**
OPENING DATE: September 12, 2012
CLOSING DATE: September 28, 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 **Program Management Assistant** in the Defense Attaché Office (DAO).

BASIC FUNCTION OF POSITION:

Serves as the Security Cooperation Program Manager for the Defense Attaché Office, with complete program management responsibilities for all DoD Training Programs, Equipping Programs, Security Cooperation, and Humanitarian Assistance Program activities through the U.S. Pacific Command and other DoD Agencies.

As Security Cooperation Program Manager, general responsibilities include serving as the primary point of contact for host nation and US officials for all DoD Security Cooperation Program activities, supervising the planning, preparation, execution and post-event administration for all DoD Security Cooperation events coordinated by the Defense Attaché Office and the US Embassy. Also includes preparing, processing and maintaining correspondence and files on all DoD Security Cooperation Program events, to include US military grant assistance and training programs. Serves as the primary local interface with the Lao People's Army and other Lao PDR government agencies in all program areas.

Specific Training Management responsibilities include budgeting, planning, programming, and monitoring of all US DoD-funded training and cooperation programs, as well as visa processing, human rights vetting, briefing outgoing and returning students, coordination with U.S. training institutions, and other training support activities, to include organizing events in Laos for Mobile Training Teams (MTTs).

Specific Equipping Program responsibilities include budgeting, planning, programming and monitoring of all Foreign Military Sales/Foreign Military Finance/NADR and associated equipping programs for the Lao People's Army and civilian GOL partners, to include the Humanitarian Assistance Excess Property Program.

Specific Security Cooperation Program Manager responsibilities duties include budgeting, planning, programming and monitoring Lao participation in US-funded conferences, exchanges, exercises, workshops, and senior level visits, to include organizing events in Laos for mobile teams.

Specific Humanitarian Assistance Program Manager responsibilities include all management responsibilities for the growing \$3.4 million PACOM Humanitarian Assistance Program, to include coordinating with Lao Ministerial, Provincial, and District officials to identify and verify requirements for new projects, provide updates to existing projects, troubleshoot community relations issues, liaise

with local design-build contractors, and organize details for the handovers of completed projects. Also plans, coordinates and executes travel to remote sites for site inspections and coordination visits, as well as coordinating the schedule for visiting Civil Affairs Teams with provincial and district officials. Often travels to remote sites with visiting teams and US and Lao VIPs to coordinate on ground activities and troubleshoot issues.

In addition, also serves as Resource Manager for all security assistance funds and property, to include planning, programming, and managing the budget, verifying expenditure requests, and issuing travel and purchase orders within the Security Assistance Resource Management Software System, in the absence of a dedicated Resource Manager position. As Resource Manager, coordinates with the DAO Operations Coordinator to maintain complete oversight and management of all Military Interdepartmental Purchase Requests (MIPRs) and other funding source documents, to include coordinating with local partners to track spending on program activities, collect appropriate documentation, and reconcile with the Embassy Budget and Financial (B&F)/Procurement sections and Financial Managers at DoD/PACOM. Also coordinates with the US Embassy Travel and B&F Section to prepare Invitational Travel Orders and settle voucher claims for all official travel for Lao officials attending DoD/PACOM sponsored events.

In addition to Security Cooperation Program Manager and Resource Manager responsibilities, performs as Senior DAO Translator, supervising and checking other translation, and performing written translation and interpretation from Lao-English-Lao for press releases, speeches, and other sensitive official documents. As Senior DAO Translator, performs verbal Lao-English-Laos translation for senior visiting U.S. VIPs, delegations, and the U.S. Ambassador and Senior Defense Official/Defense Attaché.

In general, this position as Security Cooperation Program Manager requires knowledge, skills, and experience in multi-disciplines, due to the multi-faceted program management responsibilities and the limited personnel of the Defense Attaché Office and U.S. Embassy in Vientiane. In short, the single Security Cooperation Program Manager at U.S. Embassy-Vientiane is required to do all of the functions of a full Office of Defense Cooperation or JUSMAG in a larger Embassy.

(Please contact Embassy HR Office for full Position Description if needed)

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor degree required in Public Administration, Public Health, Business, or related fields.
- 2. Prior Work Experience:** Four years progressive experience in program management in NGOs, International Organizations, Business, or Government. References required.
- 3. Language Proficiency:** Level IV English required—speaking, reading, and writing. Native speaker fluency in Lao is required—speaking, reading, and writing. Speaking of other languages, to include Vietnamese or Chinese, is a plus. Ability to provide accurate Lao-English-Lao translation of program area related documents is required.
- 4. Job Knowledge:** Professional knowledge of program management and administration procedures and related software is required. Professional knowledge of business administration procedures and related software tools is required. Working knowledge of Lao Government and military protocol and correspondence practices is desired. Working knowledge of Lao Government and military organization, structure, personalities, and policies is desired. Working knowledge of Department of Defense, USPACOM, and US Embassy regulations, policies and directives regarding financial management, accounting, property management, time sheets, travel management and shipping/receiving is desired. Working understanding of US DoD organization, structure, and financial management systems is desired.
- 5. Skills and Abilities:** Ability to communicate effectively with all levels of Lao and US Government officials is required. Ability to manage complex budget and accounting procedures is required. High level

of analytical skill and sound judgment is required. Superior organizational and management skills is required. High level of competency in standard computer applications, including Word, Excel, Power Point and Outlook is required. Ability to use the internet and web-based applications is required. Proficient typing skills and use of standard and specialized office equipment is required. Ability to master specialized computer applications, to include the Security Assistance Resource Management System (SARMS), SAN, and OHASIS, is required.

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 28, 2012
An Equal Opportunity Employer