

VACANCY ANNOUNCEMENT

(Announcement No. 10/18)

OPEN TO: All interested candidates
POSITION: **Mail Clerk/Radio & Telephone Technician**, FSN-4; FP-AA
OPENING DATE: August 19, 2010
CLOSING DATE: September 8, 2010
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 ORDINARILY 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 **Mail Clerk/Radio & Telephone Technician** in the Information Resources Management (IRM).

BASIC FUNCTION OF POSITION

The incumbent serves as a Messenger and Mail/Pouch Clerk. Troubleshoot radio and telephone equipment and installations. As a cross-trained member of the Embassy IRM team performs duties as Embassy operator/receptionist as needed.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** Two years mail handling or clerical duties experience.
- 3. Language Proficiency:** Good working knowledge of English and Lao.
- 4. Knowledge:** Pouch/mail procedures, knows the city (Lao Government offices and other embassies etc.). Basic two-way radio and telephone knowledge.
- 5. Skills and Abilities:** Basic computer skills including knowledge of Microsoft Word, Outlook, Access and Excel. Must be familiar with office equipments; copier and facsimile. Must possess a valid driving license for four-wheel vehicles and motorcycles with good driving record.

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 8, 2010
An Equal Opportunity Employer