

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 12/12A**

*This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the ANNOUNCEMENT NUMBER HCMALL 12/12B for reference.*

- OPEN TO:** All Interested Candidates
- POSITION:** **American Citizen Services Assistant, FSN-7; FP-7\***  
(\*Position Grade: FP-7\* will be confirmed by Washington)
- OPENING DATE:** May 31, 2012
- CLOSING DATE:** June 14, 2012
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** **US\$39,994.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
  - At least 18 years old; and
  - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
  - Does not receive a Foreign Service or Civil service annuity.
- US\$34,324.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
  - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
  - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
  - EFM hired under PSA mechanism; and
  - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- U.S. Citizen employees who are not EFM, MOH listed above; and
  - Not holder of diplomatic passport; and is a local resident; and
  - Is subject to the host country employment and tax law; and
  - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$8,300.00 (Position Grade: FSN-7- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
  - Is subject to the host country employment and tax law.
- LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time American Citizens Services Assistant position in its Consular Section/American Citizen Services (ACS) Unit.

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTION OF THE POSITION**

Incumbent of this position will provide operational support to ACS Unit, largely entailing administrative support of the ACS Unit and consular section cashiering duties.

Please contact the Management Office at 3520-4200 X4342/4274 for further inquiries.

**QUALIFICATION REQUIRED**

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school is required.
2. Must have at least two years of progressively responsible work experience in a position requiring extensive public contact and applications of laws and regulations.
3. Must have basic knowledge of U.S. immigration law and regulations as well as Vietnamese civil documents, law and regulations.
4. Must exercise of tact and good judgment in dealing with the public. Ability to work independently and maintain a wide network of contacts in the local community is required.
5. Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

**ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

**SUBMIT APPLICATION TO**

Management Office  
U.S. Consulate General, 7A Mac Dinh Chi Street  
District 1, Ho Chi Minh City  
Tel. 84-8-3520-4342/ 4274  
Fax: 84-8-3520-4233

**CLOSING DATE FOR THIS POSITION: JUNE 14, 2012**

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)