

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 12/04B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 12/04A for reference.*

- OPEN TO:** All interested candidates
- POSITION:** **Visa Assistant, FSN-7; FP-7***
(*Position grade FP-7 will be confirmed by Washington)
- OPENING DATE:** March 09, 2012
- CLOSING DATE:** March 23, 2012
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.
- 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.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for Visa Assistant position in its Consular Section/Immigrant Visa 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 FUNCTIONS OF THE POSITION

The incumbent of this position will serve as Visa Assistant in the Consular Section's Immigration Visa Unit (IV) at the U.S. Consulate General in Ho Chi Minh City. The incumbent will complete the majority of IV tasks independently and operate

under a unique monthly rotation of specialized visa functions. The incumbent is a highly versatile visa assistant who is fully competent in all stages on IV processing from beginning to end.

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

QUALIFICATION REQUIREMENTS

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

- (1) Completion of secondary school is required.
- (2) Must have at least one year of progressively responsible experience in work involving the application of relatively complex regulatory material along with extensive public contact or closely related work.
- (3) Must understand general office management practices. General knowledge of Vietnamese law regarding marriage, births personal prosperity, civil rights and immigration, as well as of the national and provincial education systems is required. Must be familiar with fraud patterns indigenous to Vietnam.
- (4) Must be able to deal with customers in a professional and courteous manner; work under pressure; translate/interpret professionally English to Vietnamese and vice versa; apply good judgment in evaluating evidence and apply relatively complex regulations. Must have excellent organizational, communications, and interpersonal skills; ability to multitask efficiently with a high degree of accuracy in a very demanding work environment are 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 3 (Good working knowledge) 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: MARCH 23, 2012

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