

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 11/08**

**OPEN TO:** All Interested Candidates  
**POSITION:** Security Guard (three positions), FSN-2; FP-CC\*  
**OPENING DATE:** April 06, 2011  
**CLOSING DATE:** April 20, 2011  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$20,017 (Starting salary)  
(Position Grade: FP-CC will be confirmed by Washington)  
\*Ordinarily Resident: US\$3,558 (Starting salary)  
(Position Grade: FSN-2)  
**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 individuals for employment for three (03) full-time Security Guard positions in its Regional Security Office (RSO).

**BASIC FUNCTIONS OF THE POSITION**

Incumbents of these positions will perform guard service on a regular or rotating shift at a stationary post to prevent entry of unauthorized persons into U.S. Government buildings. The incumbents will protect government property from fire, damage or theft; check vehicles, persons and belongings entering government buildings. The incumbents will also perform other related duties as directed.

Please contact the Management 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. At least six months experience in military, police, or security work is required.
3. Must have basic knowledge of first aid, emergency drills, and firefighting equipment. Must be knowledgeable of local guard program instructions and procedures.
4. Must be able to deal with visiting members of the public in a courteous, respectful and firm manner. Must be able to follow instructions and be reliable in attendance and performance.
5. Level 2 (Limited 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: APRIL 20, 2011**

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