

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 12/18A**

This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the ANNOUNCEMENT NUMBER HCMALL 12/18B for reference.

- OPEN TO:** All Interested Candidates
- POSITION:** **American Center Assistant, FSN-8; FP-6***
(*Position Grade: FP-6* will be confirmed by Washington)
- OPENING DATE:** July 16, 2012
- CLOSING DATE:** August 06, 2012
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** **US\$44,737.00** (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\$38,394.00** (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\$10,459.00 (Position Grade: FSN-8- 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 Center Assistant position in its Public Affairs Section (PAS).

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

Under the general supervision of the Assistant Public Affairs Officer and direct supervision of the American Center (AC) Director, incumbent will manage and develop the U.S. Consulate English Website and social media pages; manage local computer networks in the AC for the public use; provide information technology and technical support to AC, PAS and American Corners in southern Vietnam; facilitate visual and technical support for events, including taking and editing photos and video; coordinate with other AC members and when necessary, with host institutions to set up, develop, and support AC's and PAS's programs and events. The incumbent will also perform outreach duties for Vietnam's key audiences and U.S. Consulate officers; carry out research and analytical duties to respond to inquiries or information about the U.S.; conduct a variety of classes for the public on Internet and IT trends for learning and research purposes and be responsible for mastering and maintaining up-to-date information on AC program activity data.

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. University degree in one of the following fields: Social Sciences, International Relations, Economics, Politics, Language, Journalism, Accounting, Computer Science, Engineering, Mathematics or other related fields is required.
2. Must have at least two years of progressively responsible experience in the fields of information technology or research in a variety of topics such as politics, economics, business, culture, etc.
3. Must have 1) an in-depth knowledge of U.S. Government structure including, but not limited to, the State Department and the functions of the Public Affairs Section of the Mission, 2) a broad knowledge of American political, economic, social, cultural, information technology and educational structures and processes; 3) a thorough understanding of U.S. Government foreign policy goals toward Vietnam and strong interest in international affairs; 4) thorough knowledge of Vietnamese politics, economic, legal, social, cultural, information technology and educational structures and processes; 5) demonstrated knowledge of designing and maintaining website and social medial platforms.
4. Must continuously exercise problem solving skills by evaluating and adding content to Consulate Website as well as exercise judgment in applying IT to provide better service for AC customers. Abilities to independently plan, organize, and carry out assigned responsibilities and work effectively with American and foreign national staffs 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 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: AUGUST 06, 2012

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