

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/40**

OPEN TO: All Interested Candidates
POSITION: **Administrative Assistant, FSN-7, FP-7***
OPENING DATE: October 27, 2010
CLOSING DATE: November 26, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$39,994.00 (Starting salary)
(Position Grade: FP-7 will be confirmed by DOD Headquarter)
*Ordinarily Resident: US\$8,300.00 (Starting salary)
(Position Grade: FSN-7)
LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment in Vietnam for the position of Administrative Assistant in its U.S. Department of Defense President's Emergency Plan for AIDS Relief (DOD PEPFAR) Office in Hanoi.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide administrative assistance to DOD PEPFAR Office in Vietnam by performing full range of administrative duties. The incumbent will also provide secretarial support to the Country Program Director and DOD PEPFAR staff in daily business management.

Please contact the Human Resources Office at 3850-5000 X5127 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) Bachelor Degree in the field of Social Science, Public Health, Education, Nursing, Health Sciences and Administration or a related field is required. (2) Must have at least three years in progressively more responsible positions in the field of administration, public health and/or development. At least two years of this experience must be with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy related knowledge in some combination of HIV/AIDS, or project management is required. (3) Must have a substantial knowledge about public health or development program activities. An in-depth knowledge and experience of concepts, principles, techniques and practices of office management, in an international environment is required. A full knowledge and understanding of financial and administrative functions and principles related to project management is required. (4) Must have high proficiency in operating word processing software, ability to use commonly-used software such as spreadsheet, outlook, power point, data management programs (this will be tested) and have good typing skills. Must have procedural administrative training and the ability to prioritize and manage multiple tasks. Must be able to coordinate of program activities amongst the DOD team, the interagency PEPFAR team, DOD PEPFAR partners and the host government. (5) 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://vietnam.usembassy.gov/job_opportunitites.html#appforms. Paper copies are also available from the security guard main gate at the U.S. Embassy, 7 Lang Ha Street, Hanoi 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 bulletin board in Human Resources Office or on the Embassy website.

SUBMIT APPLICATION TO

Human Resources Office

U.S. Embassy Hanoi

No. 7 Lang Ha, Dong Da, Hanoi

Tel. 84-4-3850-5000

FAX: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: NOVEMBER 26, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)