

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/41

OPEN TO: All Interested Candidates
POSITION: **Computer Management Assistant (LAN)**, FSN-8, FP-6*
OPENING DATE: October 27, 2010
CLOSING DATE: November 10, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 44,737 (Starting salary)
(Position Grade: FP-6 will be confirmed by Washington)
*Ordinarily Resident: US\$ 10,459 (Starting salary)
(Position Grade: FSN-8)
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of Computer Management Assistant in its Administrative Office.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will be responsible for providing support services the USAID/Vietnam. This includes user assistance and training, support of Windows base servers and desktop PCs, software installations and troubleshooting, applications support and development, management of network devices and telecommunications. Incumbent will coordinate with the Administrative Management Specialist on day-to-day work and will receive general as well as technical guidance from the Regional Development Mission for Asia (RDMA)/Regional Systems Manager in Bangkok. The incumbent will also be responsible for the day-to-day management and operation of USAID/Vietnam networks system including Windows Server Operating Systems, MS Exchange, Windows XP, network devices and telecommunications equipment and links. The incumbent will be responsible for backstopping the RDMA/Regional System Manager in Bangkok on all systems management tasks including addressing security vulnerabilities using available management tools in Vietnam. The incumbent will assist the RDMA/Regional System Manager in planning for software, hardware, maintenance, installation, procurement, and other ancillary equipment.

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 Computer Science or Information Systems Management is required. (2) Must have at least four years professional experience in computer applications and in the design, operations, implementation, and maintenance of Windows systems and Networking. (3) Must have sound knowledge of Windows Server Operating Systems, Microsoft Exchange, Windows XP, security implementation, network devices management and telecommunications; sound knowledge of standard business work processes, management principles and fault resolution techniques. (4) Must be competent in managing computer systems with emphasis on systematic problem solving and able to identify and analyze users 'requirements. Good interpersonal skill and ability to complete assigned tasks with minimum supervision, commitment to continuous learning and willingness to keep abreast of new developments in the field information technology is required. (5) Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 5 (Professional) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.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 10, 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.)