

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNEFM 10/09A

This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the Announcement Number HNEFM 10/09B for reference.

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) and Members of Household (MOH) – All Agencies
POSITION: **Roving Secretary, FP-07***
OPENING DATE: August 16, 2010
CLOSING DATE: August 30, 2010
WORK HOURS: 20 hours/week (Part-time, Job-Shared)
ANNUAL SALARY: US\$39,994 (Starting salary for 40 hour work week) – applicable to USEFMs
US\$34,324 (Starting salary for 40 hour work week) – applicable to EFMs and MOH
(*Position Grade: FP-07 will be confirmed by Washington)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

NOTE: A USEFM OR EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The Embassy of the United States of America in Hanoi is seeking individuals for employment in Vietnam for the positions of Roving Secretary in its Human Resources Office (HRO).

BASIC FUNCTIONS OF THE POSITION

Incumbents of these positions may be assigned to any office in the mission to fill staff gaps of short to long duration. In addition, the incumbents will be called to provide secretarial/administrative support during VIP visits. The incumbents will also support CODELs/Staffdels, as needed.

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) College or University Studies required; **(2)** Must have at least two years of general administrative experience; **(3)** Must be familiar with State Department available guidelines. Must be able to work under pressure; **(4)** Must have knowledge of Microsoft Office Suites including Excel, Outlook for e-mails, calendar, etc.; **(5)** Level 4 (Fluent) Speaking/Reading/Writing English is required; **(6)** Must be able to obtain or possess a TOP SECRET Clearance.

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: AUGUST 30, 2010

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)