

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/47

OPEN TO: All Interested Candidates
POSITION: Access Guard (9 positions), FSN-4, FP-AA*
OPENING DATE: November 24, 2010
CLOSING DATE: December 8, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 24,518 (Starting salary)
(Position Grade: FP-AA will be confirmed by Washington)
*Ordinarily Resident: US\$ 5,235 (Starting salary)
(Position Grade: FSN-4)

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 individuals for employment in Vietnam for nine Access Guard positions in its Regional Security Office (RSO).

BASIC FUNCTIONS OF THE POSITION

Incumbents of these positions will serve as Access Security Guards/Receptionists at the entrance to U.S Government facility, and will be responsible for the control of persons and materials entering and leaving the buildings during normal office hours. Incumbents will also ensure that no prohibited or dangerous items are brought onto entire offices as well as outside mails are properly screened prior to dissemination. Incumbents will act as initial and main force to deal with all types of incidents and emergencies occurred within assigned area.

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) Completion of secondary school is required. **(2)** Must have at least one year of experience in police, security or receptionist related duties. **(3)** Must keep abreast of current threat information, terrorist tactics, and local events that may affect Mission security. Must be knowledgeable of all emergency procedures, guard orders, basic first aid, and firefighting equipment. Must be knowledgeable of local laws as applied to arrest, use of force continuum and detention of suspicious individuals. **(4)** Must be able to apply access control policies; independently and effectively resolve access control conflicts; apply general and post orders to determine the most appropriate response to any given situation, and effectively communicate with persons from all socio-economic levels. **(5)** Level 3 (Good working 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://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: DECEMBER 8, 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.)