

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 10/51**

**OPEN TO:** All Interested Candidates  
**POSITION:** Security Guard, FSN-3, FP-BB\*  
**OPENING DATE:** December 2, 2010  
**CLOSING DATE:** December 16, 2010  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$ 21,840 (Starting salary)  
(Position Grade: FP-BB will be confirmed by Washington)  
\*Ordinarily Resident: US\$ 4,613 (Starting salary)  
(Position Grade: FSN-3)  
**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 Security Guard position in its Regional Security Office (RSO).

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will be responsible for escorting/receiving guests, officers at the Embassy Annex to safeguard the U.S. Government property and personnel. The incumbent will perform other related duties as directed.

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 six months of responsible experience in military, police, or security work. (3) 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 independently resolve access control conflicts; 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](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 16, 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.)