

## EMPLOYMENT OPPORTUNITY

INTERNAL ANNOUNCEMENT NUMBER: **HNALL 10/53**

- OPEN TO:** Current employees of the U.S. Mission including U.S. Eligible Family Members and Eligible Family Members on Family Member Appointments and all LES/PSC/PSA employees - All agencies
- POSITION:** **Public Health Specialist (Health Management), FSN-11, FP-4\***
- OPENING DATE:** December 3, 2010
- CLOSING DATE:** December 17, 2010
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$ 61,759 (Starting salary) (Position Grade: FP-4 will be confirmed by Washington)  
\*Ordinarily Resident: US\$ 22,127 (Starting salary) (Position Grade: FSN-11)
- 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 Public Health Specialist (Health Management) in its Department of Defense/Office of Health Affairs Attaché.

### BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as senior advisor to the Health Affairs Attaché providing vision and leadership to the U.S. Government (USG) health development and medical diplomacy objectives. The incumbent will provide analysis, information, advice, and recommendation reflecting the Ministry of Health (MOH) and USG positions for achieving and developing Health initiatives. The incumbent will require the ability to effectively interact with Vietnam's Government Health institutions in areas of National policy, higher education, research and technical advancements. The incumbent will be an expert in the Vietnamese health sector particularly regarding government policy and regulation, and development assistance.

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) A Doctoral degree or host country equivalent in Health, Pharmacy, Environment, Society, Business or related fields is required. (2) Must have at least seven years of progressively responsible experience in any of the following fields: programmatic development and management, public health, environment, or scientific areas. At least three years of supervisory and managerial experience is required. (3) Must have an expert knowledge and thorough understanding of Vietnam health system, its reform effort, and development trend. Must have advanced knowledge and understanding of Vietnamese government institutions, policies, law and regulation; (4) Must have highly developed skill to work with Vietnamese institutions and organizations to realize U.S. objectives. Must have ability to think clearly and give expert policy and strategic advice and recommendations. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). (6) 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\\_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 17, 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.)