

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 10/54

OPEN TO: All Interested Candidates
POSITION: **Administrative Assistant, FSN-8, FP-6***
OPENING DATE: December 9, 2010
CLOSING DATE: December 30, 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 Administrative Assistant in its Economic Growth Office (EGO).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will undertake functions in two primary areas of responsibility: 1) Administrative and secretarial duties; and 2) Program management support. The incumbent will oversee and coordinate all secretarial, administrative and technical support activities for EGO and will perform all secretarial/administrative/clerical duties to ensure smooth, effective, and efficient operations in the office. The incumbent is required to have knowledge of technical areas relevant to the program, skill, work experience and education background above the secretarial level, and will be responsible to support for program management, financial management, budgeting, and program reporting. The incumbent will report directly to the Director of the EGO.

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 Degree in Business Administration, Public Administration, Social Science or Arts is required. (2) Must have at least five years of specific and progressively more responsible experience in the field of secretarial/administrative management with international organization or English speaking environment. (3) Must have a thorough knowledge gained from prior work experience in how to provide dependable secretary/administrative support and assistance to an individual at the "Executive level". Comprehensive knowledge and understanding of the Government of Vietnam's organizational structure to include various ministries, their internal operations and staffing structure is required. (4) Ability to work effectively in a team environment is required. Must be able to work calmly, tactfully, and effectively under pressure and demonstrate extreme flexibility to management duties and responsibilities. Strong organizational skills and excellent interpersonal and communications skills are required. (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) Mastery of English and Vietnamese grammar, spelling, punctuation, paragraphs and sentence structure (syntax) is required. 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_opportunitites.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 30, 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.)