

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: **HNALL 11/06**

(Applicants who responded to Vacancy Announcement HNALL 10/59 and 10/60 do not need to reapply)

OPEN TO: All Interested Candidates
POSITION: **Temporary Custodian (2 positions), FSN-1, FP-DD***
OPENING DATE: February 11, 2011
CLOSING DATE: February 25, 2011
WORK HOURS: Full-time, 44 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 17,803 (Starting salary)
(Position Grade: FP-DD will be confirmed by Washington)
*Ordinarily Resident: US\$ 3,358 (Starting salary)
(Position Grade: FSN-1)

LENGTH OF HIRE: Five (5) months from **April 2011 to August 2011**. Actual filling of the positions is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking individuals for temporary employment for two Custodian positions in its Facilities Maintenance Unit (FMU).

BASIC FUNCTIONS OF THE POSITION

Incumbents of these positions will perform janitorial duties at the Embassy and associate buildings.

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) One year of janitorial work experience is required. (3) Must have detailed knowledge of office cleaning, with emphasis on cleaning supplies. (4) Level 1 (Rudimentary 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_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: FEBRUARY 25, 2011

(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.)