

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/10

OPEN TO: All Interested Candidates
POSITION: **Mobile Patrol Guard, FSN-4, FP-AA***
OPENING DATE: February 17, 2011
CLOSING DATE: March 3, 2011
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 an individual for employment in Vietnam for the Mobile Patrol Guard position in its Regional Security Office (RSO).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will perform guard service as Mobile Patrol Guard via all US Government facilities and Embassy leased residences by rotating shift to ensure that US Government property and personnel are safeguarded; react to emergency situations upon RSO direction and perform other 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 one year experience in police or security related duties. (3) Must be knowledgeable of emergency procedures, guard orders, basic first aid, fire fighting equipment, and local laws as applies to arrest and detention of suspicious individuals. (4) Must be able to effectively and independently react to various incidents using tact, diplomacy and dispute mediation tactics. (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_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: MARCH 3, 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.)