

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/12

OPEN TO: All Interested Candidates
POSITION: Office Assistant (Secretary), FSN-7; FP-7*
OPENING DATE: February 25, 2011
CLOSING DATE: March 11, 2011
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$39,994 (Starting salary)
(Position Grade: FP-7 will be confirmed by CDC Headquarters)
*Ordinarily Resident: US\$8,300 (Starting salary)
(Position Grade: FSN-7)
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 for the position of Office Assistant (Secretary) in its Centers for Disease Control and Prevention (CDC).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide secretarial and administrative assistance to the CDC, Country Director; serve as assistant to the Director on all matters concerning office management and administrative functions in support office activities, using good working knowledge of the CDC country program and all program components. The incumbent will work closely and provide advice to the Vietnamese Ministry of Health in terms of operations and management in accordance with U.S. Government guidelines.

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 study is required. (2) Must have at least three years of secretarial and administrative experience. (3) Must have comprehensive knowledge and understanding of the Government of Vietnam's organizational structure to include various ministries, their internal operation and staffing structure. Excellent interpersonal and communications skills are required. (4) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). (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. 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 11, 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.)