

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/18

OPEN TO: All Interested Candidates
POSITION: **Registered Nurse (Temporary), FSN-8; FP-6***
OPENING DATE: March 22, 2011
CLOSING DATE: April 5, 2011
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: Temporary position not to exceed four (4) months from **April, 2011 to August, 2011**.
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 temporary employment for the Register Nurse position in its Health Unit.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will serve as U.S. Registered Professional Nurse or non-Western European equivalent trained Registered Professional Nurse with comparable license. The incumbent will provide the full range of professional nursing services to American and Locally Employed Staff.

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) Graduate of professional nursing school that has the equivalence of registered nurse license in the U.S. is required and be fully credentialed/licensed in the host country (this will be confirmed by the Regional Medical Officer and M/MED). (2) Must have at least two years of occupational health experience. (3) Must be familiar with American nursing standards of care. Must possess basic nursing knowledge in initial patient assessment, importance of vital signs measurement, injection and administration and bedside nursing care. Must have knowledge of adult and pediatric immunizations to include site affects, interactions and management of scheduled immunizations. (4) Must have strong interpersonal skills and client-oriented disposition. (5) Must be able to perform basic word processing on the computer (this will be tested). (6) 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: APRIL 5, 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.)