

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/21**

(Applicants who responded to Vacancy Announcement No. HNEFM 11/16 need not re-apply)

OPEN TO: All Interested Candidates

POSITION: **Roving Administrative Assistant (2 Positions), FP-07***

(*Position Grade FP-07 will be confirmed by Washington)

OPENING DATE: December 7, 2011

CLOSING DATE: December 21, 2011

WORK HOURS: When Actually Employed (WAE)

ANNUAL SALARY:

US\$39,994 .00 (Starting salary for a 40-hour work week) - applicable to:

- U.S. Citizen EFM; and
- At least 18 years old; and
- Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
- Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
- Does not receive a Foreign Service or Civil service annuity.

US\$34,324.00 (Starting salary for a 40-hour work week) - applicable to:

- Non-U.S. Citizen EFM, MOH with SSN number; or
- U.S. Citizen EFM of Agencies or Offices, or uniformed service members **NOT** under Chief of Mission authority; or
- U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
- EFM hired under PSA mechanism; and Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.

US\$15,130.75 (U.S. Minimum Wage) - applicable to:

- US Citizen employees who are not EFM, MOH listed above; and
- Not holder of diplomatic passport; and is a local resident; and
- Is subject to the host country employment and tax law; and
- Have the required visa, residency permit and work permit in order to work legally in the host country.

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 individuals for employment in Vietnam for the position of Roving Administrative Assistant (WAE) in its Human Resources Section (HR).

BASIC FUNCTIONS OF THE POSITION

On an as needed basis, the incumbent of this position may be assigned to any office in the Mission to perform a wide range of secretarial/administrative support duties and fill staffing gaps of short to

long durations; provide secretarial/administrative support during VIP visits (CODELs/Staffdel, etc) as needed. Incumbent of this position will escort all un-cleared maintenance crews, janitors, contractors, and other service personnel for the duration of their work. Escort duties may require working after hours and weekends. Incumbent will also perform other ad-hoc duties as required.

Please contact the Human Resources Office at 3850-5000 X5102 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 Studies required; (2) Must have at least two years of general work experience; (3) Must be familiar with State Department available guidelines; (4) Must be able to work under pressure; (5) Must have knowledge of Microsoft Office Suites including Excel, Outlook for e-mails, calendar, and other software (E2, Ariba, ECC etc.); (6) Level 4 (Fluent) Speaking/Reading/Writing English 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

Must be able to obtain and hold a State Department TOP SECRET Security Clearance.

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 21, 2011

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)