

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/22

- OPEN TO:** All Interested Candidates
- POSITION:** **Environment, Science, Technology & Health Assistant (Temporary), FSN-9; FP-5* (steps 1 through 4)**
(Position Grade: FP-5* will be confirmed by Washington)
- OPENING DATE:** April 11, 2011
- CLOSING DATE:** April 25, 2011
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** **US\$50,043.00** (Starting salary for a 40-hour work week) - applicable to:
- US 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\$42,948.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-US Citizen EFM, MOH with SSN number; or
 - US Citizen EFM of Agencies or Officer, or uniformed service members **NOT** under Chief of Mission authority; or
 - US Citizen EFM who receives a USG retirement annuity or pension from a career in the US Foreign Service or Civil Service; or
 - EFM hired under PSC 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
 - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$13,685 (Position Grade: FSN-9- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a US citizen, nor a family member, MOH of a direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Is subject to the host country employment and tax law.
- LENGTH OF HIRE:** Temporary position not to exceed six (6) months from June, 2011 to November, 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 Environment, Science, Technology & Health Assistant position in its Environment, Science, Technology & Health (ESTH) Section.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will develop and provide analysis and counsel on significant matters relating to the Government of Vietnam's policies and public views on environment, science, technology and health issues. The incumbent will support the Embassy's diplomatic, representational and reporting duties, for the following issues: 1) Environment policies, developments, and cooperation on such issues as environmental protection, climate change, biodiversity conservation, water resources management, and disaster risk management; 2) Health policies,

developments, and cooperation on such issues as environmental health, HIV/AIDS, avian influenza, and emerging infectious diseases; and 3) Science and technology policies, developments, and cooperation on such issues as educational and research partnerships, nuclear science, and biotechnology.

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) Bachelor's degree in science (e.g., environment, health), social science (e.g., economics, public policy), liberal arts (e.g., English), or business is required. (2) Must have at least five years professional experience in governmental or non-governmental policy development, research, or advocacy. (3) Must have in-depth knowledge of how the Government of Vietnam works and have established relationships with relevant officials and the international donor community responsible for developing policy relevant to specific environment, science, technology, and health issues. Must understand U.S. Government policies related to environment, science, technology, and health. Must also be familiar with policies and positions of the Vietnamese Government, the international donor community, and the private sector on these issues. Responsible for ensuring the smooth operations of the section administratively and programmatically; know how to prepare budgets, request administrative approvals, request office supplies; set up appointments and manage the schedules of high-level visitors. Responsible for managing information database comprised of electronic and paper files as well as general knowledge. (4) Strong verbal and written communication skills, strong interpersonal skills are required. Ability to work under pressure; prioritize urgent and important tasks; develop close work relationships with American and Vietnamese staff. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). (6) Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 5 (Professional) 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: APRIL 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.)