

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/24

- OPEN TO:** All Interested Candidates
- POSITION:** **Information Assistant (Temporary), FSN-7; FP-7***
(*Position Grade: FP-7 will be confirmed by Washington)
- OPENING DATE:** April 14, 2011
- CLOSING DATE:** April 28, 2011
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** **US\$39,994.00** (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\$34,324.00** (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 offices, 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 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
 - Has the required visa, residency permit and work permit in order to work legally in the host country.
- US\$8,300.00 (Position Grade: FSN-7- 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 four (4) months from **July, 2011 to October, 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 Information Assistant position in its Public Affairs Section (PAS).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide overall support and backup to Post's Information Specialist. The incumbent will be responsible for monitoring and translating articles from Vietnamese print and broadcast media on U.S.-related issues and interests for distribution within the Mission and to other USG contacts; advise Public Affairs Officer and Press Officer on trends and issues of U.S. interest in Vietnamese and international media; assist with coordination of press events; help identify and organize media-related education and exchange programs and grant opportunities. The incumbent may also serve as official Post photographer for VIP visits and other significant events.

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) A University degree in Social Sciences, International Relations, Journalism, or English is required. (2) Must have at least two years experience in communications/media-related work as journalist, researcher or writer. (3) A thorough knowledge of Vietnam's economic, political and social policies, structures and institutions is required. Must be conversant with current world events and especially with issues in U.S.-Vietnam relations that are of interest to USG interlocutors. (4) Must have ability to identify items in the press of interest to media reaction readers and to briefly and accurately present them in English. Must have strong drafting and translation skills. Ability to develop and maintain excellent contacts and working relationships with journalists, editors and government officials is required. (5) Level 3 (Good working knowledge) 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 28, 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.)