

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/28

OPEN TO: All Interested Candidates
POSITION: **Chauffeur, FSN-3, FP-BB***
OPENING DATE: April 27, 2011
CLOSING DATE: May 11, 2011
WORK HOURS: Full-time, 44 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$21,840 (Starting salary)
(Position Grade: FP-BB will be confirmed by Washington)
*Ordinarily Resident: US\$5,074 (Starting salary)
(Position Grade: FSN-3)

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 in Vietnam for Chauffeur position in its General Services Office (GSO).

BASIC FUNCTIONS OF THE POSITION

The incumbent of this position will operate passenger vehicle and trucks; deliver letters, notes to the Socialist Republic of Vietnam (SRV) offices, embassies, international organizations, etc. The incumbent will also perform checks on vehicles before operating and inform dispatcher of any malfunctions and support the Embassy motor pool operations.

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) Completion of a secondary school is required. (2) Must have at least three years of experience as a driver. (3) Must be able to operate and perform minor maintenance on passenger vehicles. (4) Must have knowledge of host country traffic laws, city traffic patterns, streets, locations of major buildings and government offices. Knowledge of roads, off road tracks and highways throughout Vietnam is also required. (5) Must have Vietnamese category D driver's license valid for both passenger vehicles and trucks. (6) Level 2 (Limited 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: MAY 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.)