

## EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: **HNALL 11/32A**

*This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the ANNOUNCEMENT NUMBER [HNALL 11/32B](#) for reference.*

*(Applicants who responded to Vacancy Announcement HNALL 11/21A do not need to reapply)*

- OPEN TO:** All Interested Candidates
- POSITION:** **Adoption Assistant, FSN-8; FP-6\***  
(\*Position Grade FP-6 will be confirmed by Washington)
- OPENING DATE:** June 6, 2011
- CLOSING DATE:** June 20, 2011
- WORK HOURS:** Full-time, 40 hours/week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.
- ANNUAL SALARY:** **US\$44,737.00** (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\$38,394.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-US Citizen EFM, MOH with SSN number; or
  - US Citizen EFM of direct hire Foreign Service, Civil service, 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\$10,459 (Position Grade: FSN-8- 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.

The Embassy of the United States of America in Hanoi is seeking an individual for employment in Vietnam for Adoption Assistant position in its Consular Section.

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will serve as Post's Adoptions Assistant to negotiate and implement the inter-country adoptions between Vietnam and the United States. The incumbent will process adoption visas; conduct adoption fraud site-visit and liaise with the local authorities on all adoption-related matters.

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 degree in Arts, Administration, International Relations, Law, Humanity, Social or Natural Sciences is required. (2) Must have at least three years of progressively responsible experience in dealing with or counseling clients in the application of relatively complex regulatory or legal material, and/or working with people experiencing crisis or in an emotional state. (3) Must have a detailed knowledge of US immigration, citizenship, and citizen services law (and US policy having the effect of US law); thorough knowledge of all functions and activities of adoptions and the immigration process. A thorough understanding of the Vietnamese laws and local host country environment as it relates to the work of adoptions and visa processing is required. Must have knowledge of local groups or affiliations that would affect the adoption of Vietnamese orphans, and the host country environment relative to trends for immigration or travel to the US of these children. Must have knowledge of international adoption community, processes, trends, etc. Excellent interpersonal management, customer service and organizational skills are required. Please describe your demonstrated ability to work with customers, giving actual examples. (4) Must be familiar with Windows NT, the Internet, Outlook scheduling and email, Microsoft office software including Microsoft Word, Access and Excel. Please give some examples of working with computer software and understand that your abilities will be tested if your application makes it through the initial screening. (5) 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\\_opportunitites.html#appforms](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: JUNE 20, 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.)