

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/33

OPEN TO: All Interested Candidates
POSITION: Security Guard (2 positions), FSN-2, FP-CC*
OPENING DATE: June 8, 2011
CLOSING DATE: June 22, 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: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 20,017 (Starting salary)
(*Position Grade: FP-CC will be confirmed by Washington)
*Ordinarily Resident: US\$ 3,558 (Starting salary)
(Position Grade: FSN-2)

The Embassy of the United States of America in Hanoi is seeking individuals for employment in Vietnam for two Security Guard positions in its Regional Security Office (RSO).

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

Incumbents of these positions will perform security guard services at official U.S. Government facilities and residences to ensure the safety and security of personnel and facilities.

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 secondary school is required. (2) Must have basic knowledge of first aid, emergency drills, and fire fighting equipment. (3) Must be knowledgeable of local law regarding arrest, detention, self-defense and the use of force. (4) Must be able to deal with visiting members of the public in a courteous, respectful and firm manner. Must be able to follow instructions and be reliable in attendance and performance. (5) 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: JUNE 22, 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.)