

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: **HNALL 11/34A**

This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the ANNOUNCEMENT NUMBER [HNALL 11/34B](#) for reference.

- OPEN TO:** All Interested Candidates
- POSITION:** **Registered Nurse, FSN-9; FP-5***
(*Position Grade: FP-5* will be confirmed by Washington)
- 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:** **US\$50,043.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. 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-U.S. Citizen EFM, MOH with SSN number; or
 - U.S. Citizen EFM of Agencies or offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. 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:
- U.S. 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\$13,685.00 (Position Grade: FSN-9- Starting salary)** - applicable to:
- A host country national or foreign national, who is not a U.S. 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 for the Registered Nurse position in its Health Unit.

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 U.S. Registered Professional Nurse, or Non-Western European equivalent trained Registered Professional Nurse with comparable license. Incumbent will provide the full range of professional nursing services to American and locally employed staff.

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) Must be a graduate of professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the Regional Medical Officer (RMO) and/or Executive Director for Office of Medical Services (M/MED) and be fully credentialed/licensed in the host country; **(2)** At Least two years of hospital or outpatient nursing is required with at least one year of occupational health experience with a U.S. Federal Agency or U.S. Embassy primary healthcare facility is required; **(3)** Must be familiar with American nursing standards of care; Must have skills and ability to perform at the full functional level in the Health Unite with confidence; **(4)** Must be able to administer adult and pediatric immunization program according to current standards of the U.S. Centers for Disease Control and Prevention. Strong interpersonal skills and client-oriented disposition is required. **(5)** Must be able to perform basic word processing on the computer (this will be tested). **(6)** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested.)

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.)