

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/39

- OPEN TO:** All Interested Candidates
- POSITION:** **Economic Assistant, FSN-9; FP-5* (steps 1 through 5)**
(*Position Grade: FP-5 will be confirmed by Washington)
- OPENING DATE:** July 26, 2011
- CLOSING DATE:** August 9, 2011
- WORK HOURS:** Full-time, 40 hours/week
- 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.
- 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 for an Economic Assistant position in its Economic Section (ECON).

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 Economic Section expert on technical matters involving Vietnam's macroeconomic development, state-owned sector, financial sector, and anti-money laundering and counterterrorist financing regimes, ensuring a consistent message and attention is paid to these issues by the U.S. Embassy despite personnel changes. The incumbent will also serve as the main interface between section officers and the Government of Vietnam on these issues, bridging linguistic

and cultural barriers to ensure officers can access and influence their Vietnamese counterparts as needed, and conducting logistical arrangements for a wide range of visitors

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's degree in Economics, Law, Science and Technology or Business Administration is required. **(2)** Must have at least five years professional experience in economics, trade and investment, or a related field. **(3)** Must have knowledge of macroeconomic analysis, statistical methods and market economic principles; in-depth knowledge of local economic conditions, including Vietnamese Government economic policies and the factors influencing those policies; knowledge of Vietnamese economics- and finance-related government offices; and detailed understanding of the local business environment and business practices. Must also have a thorough understanding of the workings and responsibilities of the various U.S. Government agencies in charge of specific issues in this portfolio, as well as of U.S. trade and economic policy towards Vietnam. **(4)** Ability to translate and interpret fluently using the specialized vocabulary of the job description (economics, finance and banking sectors, investment, trade and development). Superior analytical and English language report writing skills are required. **(5)** Must have strong word-processing skills (this will be tested). **(6)** 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_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: AUGUST 9, 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.)