

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/43

- OPEN TO:** All Interested Candidates
- POSITION:** **Administrative & Financial Assistant, FSN-8; FP-6***
(*Position Grade: FP-6 will be confirmed by Washington)
- OPENING DATE:** August 16, 2011
- CLOSING DATE:** August 30, 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:
- 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\$38,394.00** (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\$10,459.00 (Position Grade: FSN-8- 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 Administrative & Financial Assistant position in its Substance Abuse and Mental Health Services Administration Office (SAMHSA).

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 be responsible for the administrative support functions as well as financial management that support to SAMHSA's office. This includes administration actions, logistics, personnel actions, payroll, renovations, procurement, travel, inventory, budget management, administrative support translation of documents as well as interpretation for the Substance Abuse Treatment Advisor and other international experts. The incumbent will serve as logistic coordinator

for various programs and activities jointly undertaken by U.S. agencies, bilateral, multilateral, Non-Governmental Organizations and Government of Vietnam institutions. The incumbent will also be responsible for collecting information on health/addictions and related issues from the media and internet to provide to the Substance Abuse Treatment Advisor for review and analysis. The incumbent must be able to recognize the importance of timely and accurate execution of office management and administrative duties and responsibilities, using working knowledge of health program and ensure to follow agencies and U.S. Government's rules and regulations. The incumbent will travel and attend meetings with the substance abuse treatment advisor or international experts, and interpret technical discussions focusing on addiction science. It is expected that the incumbent would be available for travel approximately 30% a month.

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) University degree in social sciences or business administration is required. (2) Must have at least three years of secretarial and administrative experience, with prior knowledge of working with international organizations is required. (3) Must have a comprehensive knowledge and understanding of the Government of Vietnam's organizational structure to include various ministries, their internal operations and staffing structure. Good understanding about President's Emergency Plan for AIDS Relief. (4) Excellent interpersonal and communication skills are required. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). (6) Level 3 (Good working 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: AUGUST 30, 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.)