

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 11/55**

- OPEN TO:** All Interested Candidates
- POSITION:** **Program Officer, FSN-11; FP-4\***  
(\*Position Grade: FP-4 will be confirmed by CDC Headquarters)
- OPENING DATE:** October 25, 2011
- CLOSING DATE:** November 8, 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\$61,759.00** (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\$53,003.00** (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\$22,127.00 (Position Grade: FSN-11- 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 for the position of Program Officer in its Centers for Disease Control and Prevention (CDC).

**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 have a senior leadership role serving as the Influenza Program Officer, organizing, implementing, coordinating and supervising CDC-supported program activities related to influenza, including seasonal influenza, avian influenza, and pandemic influenza in humans and animals. Incumbent will represent CDC in meetings with the Government of Vietnam and international experts, and provide implementation guidance and technical support to Vietnam counterparts funded through four U.S Government Cooperative Agreements to accomplish these functions. Incumbent will act as an integral part of the CDC Influenza Program team to provide expert technical assistance, oversight and management to programs that are supported through U.S. Government funding in Vietnam. Incumbent will also serve as an integral member of the HHS/CDC Influenza team, and provides technical oversight, guidance, and evaluation to HHS/CDC-funded partners developing and implementing influenza activities in Vietnam.

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)** Doctoral level degree or equivalent in field of Medicine, Veterinary Medicine, Pharmacy, or a Public Health related field is required. **(2)** Must have at least five years of progressively responsible work in internationally funded projects. **(3)** Must have working knowledge of project management and the principles of public health, disease surveillance and investigation, epidemiological approach. Must have familiarity with the health care system in Vietnam, and the structure, organization, and politics of the Ministry of Health and the Ministry of Agriculture and Rural Development. **(4)** Strong interpersonal skills with the ability to develop effective working relationships with international, national, provincial, and local partners. Ability to support logistical arrangements, including coordination of meetings and trainings and workshops when needed. Ability to compile information and write routine and technical reports is required. **(5)** 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](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: NOVEMBER 8, 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.)