

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNAL1 11/58**

OPEN TO: All Interested Candidates

POSITION: A.I.D. Program Management Specialist (Climate Change), FSN-11, FP-4*

OPENING DATE: November 8, 2011

CLOSING DATE: November 29, 2011

WORK HOURS: Full-time, 40 hours/week

ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$ 61,759 (Starting salary)
(Position Grade: FP-4 will be confirmed by Washington)
*Ordinarily Resident: US\$ 22,127 (Starting salary)
(Position Grade: FSN-11)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of A.I.D. Program Management Specialist (Climate Change) in its General Development Office (GDO).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will assist and report directly to the Senior Climate Change (SCC) Advisor, the manager of USAID's climate change activities in Vietnam, and support other key parts of GDO's environmental portfolio. The incumbent will serve as the Assistant Climate Change Advisor and the Contracting Officer's Technical Representative/Agreement Officer's Technical Representative (COTR/AOTR) and/or alternate COTR/AOTR. In addition, the incumbent will also serve as an environmental specialist and provide expert advice to GDO, senior Mission management, other programs in the Mission, and the Embassy on climate change issues and other designated environmental activities, such as energy and forest conservation and management. The incumbent will counsel Mission and Embassy staff on the legal, policy and technical aspects of these issues.

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 of Science degree in environmental science or closely related field is required. **(2)** Must have at least five years of progressively responsible professional experience in environmental science or environmental engineering, at least two years of which should have been working with or for a foreign government, international NGO, donor agency, or international company. Previous experience should include having responsibility for exercising judgment and providing solid analysis leading to sound technical decision-making on development assistance projects. **(3)** Must have strong knowledge of the concepts, principles, techniques, and practices of climate change specifically and environmental programming broadly; general knowledge of the Vietnamese environmental, economic, political, social, and cultural characteristics, development prospects, potential, priorities, and resources in the above sectors, as well as knowledge of the Government of Vietnam's (GVN) environmental priorities, policies, and procedures. Must be familiar with relevant U.S. Government legislation, programming policies, project design methodology, procedures, and documentation related to international environmental programs and activities. **(4)** Must have strong analytical and conceptual skills to identify wide-ranging key program issues and establish and evaluate relevant data and to maintain contacts with mid-to high-level officials of the GVN, private sector, and donors; wide latitude to exercise responsibilities and to plan and execute work assignments.

Must be able to work under pressure and produce results quickly, and be able to predict issues of concern and recommend remedial measures. Must have strong communication, interpersonal, and leadership skills and the ability to prepare and present factual and interpretative reports. **(5)** Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). **(6)** Level 4 (Fluent) 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: NOVEMBER 29, 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.)