

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 11/59-B**

*This announcement is for a trainee level. The position is also advertised at a full performance level.  
Please see the ANNOUNCEMENT NUMBER HNALL 11/59-A for reference.*

- OPEN TO:** All Interested Candidates
- POSITION:** **Program Management Specialist, FSN-9; FP-5\* (steps 1 through 4)**  
(\*Position Grade: FP-5 will be confirmed by CDC Headquarters)
- OPENING DATE:** November 25, 2011
- CLOSING DATE:** December 09, 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 position of Program Management Specialist 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**

As a key member of the Influenza Program, the incumbent of this position will work closely with the CDC Vietnam Influenza Program to carry out the day to day programmatic and administrative management of highly complex and technically detailed CDC cooperative agreements. This will be accomplished by tracking and monitoring required reports and budget implementation, and by supporting overall administration of cooperative agreements in coordination with Influenza Program technical staff. The incumbent will assist in cooperative agreement management, providing oversight and monitoring of the administrative, financial, and management activities of the partners' implementation of the cooperative agreements. The incumbent will work with CDC (both in Vietnam and the U.S.) and government of Vietnam organizations in order to achieve CDC goals.

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. In addition, all applicants should include a current CV.

**(1)** Bachelor's degree or host country equivalent in Public Administration, Business Administration, Economics, Management, Finance, Public Health or Health related field, Social Sciences, Languages, or Arts is required. **(2)** Must have at least four years of experience in a public health and/or development field, with at least three years of this experience with a U.S. Government (USG) agency or other international organization or donor. Experience in administration, or business management involving budget and project management and exposure to external partners, and file (electronic and paper) management is required. **(3)** Incumbent must possess a broad perspective and knowledge of the principles of management of programs and practices and strong administrative, coordination and organization skills. Knowledge of organizational and operational concepts and practices applied to public, private, or non-profit agencies and organizations engaged in health related endeavors, especially as it relates to public health, is required. **(4)** Must have the ability to devise novel and appropriate procedures and methods for program management and administrative support. Must also possess the capacity and skills to assess the progress of activities, re-prioritize and strategize as needed. Must be able and willing to work closely with Vietnamese collaborators. Incumbent must have the ability to establish effective diplomatic working relationships with individuals and official representatives of public health organizations, particularly those representing the Government of Vietnam Ministries and international organizations. **(5)** 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](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: DECEMBER 09, 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.)