

**INTERNAL EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 11/60**

**OPEN TO:** Current employees of the U.S. Mission including U.S. Eligible Family Members and Eligible Family Members on Family Member Appointments and all LES/PSC/PSA employees - All agencies

**POSITION:** Access Guard, FSN-4, FP-AA\*

**OPENING DATE:** November 29, 2011

**CLOSING DATE:** December 13, 2011

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$ 24,518 (Starting salary)  
(Position Grade: FP-AA will be confirmed by Washington)  
\*Ordinarily Resident: US\$ 5,235 (Starting salary)  
(Position Grade: FSN-4)

**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 in Vietnam for the Access Guard position in its Regional Security Office.

**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 Access Security Guard at the entrances to U.S. Government facilities, and will be responsible for the control of persons and materials entering and leaving the buildings during normal office hours. Incumbent will also ensure that no prohibited or dangerous items are brought into offices as well as outside mail is properly screened prior to dissemination. Incumbent will act as initial force to deal with all types of incidents and emergencies that occur within the assigned area.

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) Completion of secondary school is required. (2) Must have at least one year of experience in police, security or receptionist related duties. (3) Must keep abreast of current threat information, terrorist tactics, and local events that may affect Mission security. Must be knowledgeable of emergency procedures, guard orders, basic first aid, and firefighting equipment. Must be knowledgeable of local laws as applied to arrest, use of force continuum and detention of suspicious individuals. (4) Must be able to apply access control policies; independently and effectively resolve access control conflicts; apply general and post orders to determine the most appropriate response to any given situation, and effectively communicate with persons from all socio-economic levels. (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: DECEMBER 13, 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.)