

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 11/63**

- OPEN TO:** All Interested Candidates
- POSITION:** **Visa Clerk (3 positions), FSN-5; FP-9\***  
(\*Position Grade: FP-9\* will be confirmed by Washington)
- OPENING DATE:** December 8, 2011
- CLOSING DATE:** December 22, 2011
- WORK HOURS:** When Actually Employed (WAE)
- ANNUAL SALARY:** **US\$31,963.00** (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\$27,431.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-US Citizen EFM, MOH with SSN number; or
  - US Citizen EFM of Agencies or offices, 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 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:
- 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\$5,767.00 (Position Grade: FSN-5- 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.
- 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 individuals for employment for the Visa Clerk (WAE) positions in its Consular Section.

**BASIC FUNCTIONS OF THE POSITION**

Incumbents of these positions will serve as visa clerks and perform functions associated with processing Nonimmigrant Visa applications **during the peak visa seasons**.

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) At least one year of previous experience in a clerical or data entry position is required. (3) Must have basic knowledge of host country's immigration law, functions and activities of the consular section. (4) Ability to deal with the public with patience and tact, and to work under pressure is required. Must have ability to translate and interpret from Vietnamese into English and vice versa. Please describe your demonstrated ability to work with customers, giving actual examples. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) Please give some examples of working with computer software and understand that your abilities will be tested if your application makes it through the initial screening. (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](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 22, 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.)