

INTERNAL EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 11/64

- 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:** **Budget Analyst, FSN-8; FP-6***
(*Position Grade: FP-6 will be confirmed by Washington)
- OPENING DATE:** December 12, 2011
- CLOSING DATE:** December 27, 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\$44,737.00** (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\$38,394.00** (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\$10,459.00 (Position Grade: FSN-8- 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 Budget Analyst position in its Financial Management Center (FMC).

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 the principal contact between the FMC and the supported agencies' heads or his/her designated representatives, e.g. executive officer or management officers. The incumbent will independently provide agencies' fund managers the full range of financial management services including budget formulation, financial planning, allotment

accounting/budget execution and management advisory functions. The incumbent will also maintain records of proceeds of sale and provide back up to others Financial Management Analysts in their absence.

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's degree in Accounting, Business Administration or Finance is required. (2) Must have at least three years of progressively responsive experience more responsible work of a program or technical or administrative on analytical, judgmental, and expository of which one year of experience working with the U.S. Government (USG). (3) Must be familiar with Department of State's organizational structure and the automated financial management systems used for financial control. Must have thorough knowledge of 3FAM, 4FAM, 6FAM, FAH, standardized regulations, post policies, and special restrictions that apply to the supported agencies. Must also be intimately familiar with the different allotments granted to each serviced agency at Post; experienced in accounting and finance to properly understand the complex obligations/liquidations procedure of the U.S.G. Must also keep up to date with changes made in Washington to the above. Must have knowledge of general bookkeeping and US generally accepted accounting principles; and local economy and inflation forecasts in order to adequately confer with agencies on proposed budget levels. (4) Must be skillful in advocating the agency head's viewpoints on complex and controversial issues persuasively to headquarters, local mission management. Must be able to exercise considerable interpersonal skills in representing supported agency heads, and analytical skills in problem solving and presentation of options. Math skills and organizational skills are required. (5) Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested). (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. 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 27, 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.)