

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 12/05

OPEN TO: All Interested Candidates
POSITION: **Chauffeur, FSN-3, FP-BB***
OPENING DATE: February 10, 2012
CLOSING DATE: February 24, 2012
WORK HOURS: Full-time, 44 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$21,840 (Starting salary)
(Position Grade: FP-BB will be confirmed by Washington)
*Ordinarily Resident: US\$5,074 (Starting salary)
(Position Grade: FSN-3)
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 Chauffeur position in its Health Affairs Attaché (HAA).

BASIC FUNCTIONS OF THE POSITION

The incumbent of this position will serve as driver for the Health Affairs Attaché (HAA) office and visitors on official business. The incumbent will also perform other work related duties as directed.

Please contact the Human Resources Office at 3850-5000 X5111 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 a secondary school is required. (2) Must have at least three years of professional driving experience. (3) Must be able to operate and perform minor maintenance on passenger vehicles. (4) Must have knowledge of local traffic laws, city streets and traffic patterns, locations of major building, organizations, diplomatic missions and government offices. Must be aware of vehicle maintenance procedures. (5) Level 2 (Limited 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: FEBRUARY 24, 2012

(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.)