

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 12/09

- OPEN TO:** All Interested Candidates
- POSITION:** **Laboratory Coordinator, FSN-9; FP-5* (steps 1 through 4)**
(*Position Grade: FP-5 will be confirmed by CDC Headquarters)
- OPENING DATE:** March 1, 2012
- CLOSING DATE:** March 15, 2012
- 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 Laboratory Coordinator 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

Under the direction of the Hanoi Laboratory Branch Chief, the incumbent will provide technical assistance and logistical support for on-going laboratory activities in support of CDC-funded cooperative agreement projects in Vietnam. The incumbent will assist in the implementation and monitoring of laboratory aspects of CDC/GAP Vietnam programs, including conducting site visits to monitor the quality of testing, blood safety, universal precautions, and procurement of equipment, reagents and supplies; identifying training needs; organizing training courses and meetings for laboratory personnel; and ensuring timely and appropriate submission of required reports. The incumbent will also develop reports and technical presentations and translate reports as needed.

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) Master degree in the field of Microbiology, Chemistry, Immunology, Biochemistry, Pathology, Biology or any Biological Science related field is required. **(2)** Must have at least three years of experience in the biomedical science field or clinical laboratory of which at least one year experience in capacity development for laboratory programs is required. **(3)** Must have in-depth knowledge of the principles of clinical microbiology, techniques involved in diagnosis of public health diseases, or HIV laboratory experience. Familiarity with the Vietnam health care system and the Ministry of Health (MOH), its structure, organization, and policies is required. **(4)** Ability to perform logistical arrangements, including meeting and training coordination; to compile routine and technical reports. Strong interpersonal skills with the ability to develop effective working relationships with international, national, provincial, and local partners are required. **(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. 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: MARCH 15, 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.)