

EMPLOYMENT OPPORTUNITY
INTERNAL ANNOUNCEMENT NUMBER: HNALL 12/18

- 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:** **Public Health Administration Specialist, FSN-11; FP-4***
(*Position Grade: FP-4 will be confirmed by CDC Headquarters)
- OPENING DATE:** April 18, 2012
- CLOSING DATE:** May 2, 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\$61,759.00** (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\$53,003.00** (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\$22,127.00 (Position Grade: FSN-11- 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 Public Health Administration Specialist 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 general direction of the Deputy Country Director, the incumbent of this position will oversee and coordinate all administrative activities, providing management guidance and operational support for CDC Hanoi office activities and functions. This includes all administration, personnel actions, logistics, procurement, payroll, travel, renovations, inventory, time/attendance, supervision of admin staff, and overall coordination with CDC HCMC and US Embassy administrative and services offices. The incumbent will be responsible for the planning and oversight of the implementation of operational services for all components of the CDC Hanoi office and coordination with CDC HCMC office administrative and operational support activities.

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 Business, Management, Finance, Public Health, Health Policy, International Relations, or related field of study is required. (2) Must have at least five years of experience of which three years of progressively responsible administrative experience in a public health field or a health-related international development organization and two years of experience direct supervision of staff. (3) Must have thorough knowledge of Agency and applicable inter- agency management operations, to include financial management, human resources, procurement and contracting (including grants, contracts and/or cooperative agreement audit and accounting requirements), travel, IT, and other administrative procedures, regulations, and requirements. (4) Must have ability to assess problems and develop realistic solutions (how to plan for and administer available resources of funds, personnel and equipment in the best interest of USG program objectives); plan budget expenditures to meet USG-program needs and to coordinate and negotiate effectively with host government, ICASS providers and inter-agency partners is required. Excellent inter-personal 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 4 (Fluent) 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: MAY 2, 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.)