

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 12/21**

**OPEN TO:** All Interested Candidates  
**POSITION:** A.I.D. Program Management Specialist, FSN-10, FP-5\* (steps 5 through 14)  
**OPENING DATE:** June 13, 2012  
**CLOSING DATE:** July 5, 2012  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$ 50,043 (Starting salary)  
(Position Grade: FP-5 will be confirmed by Washington)  
\*Ordinarily Resident: US\$16,300 (Starting salary)  
(Position Grade: FSN-10)  
**LENGTH OF HIRE:** Long-term. Actual filling of the position is contingent upon the availability of funds

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of A.I.D. Program Management Specialist in its Office of Health (OH).

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will serve as a member of the OH Management Team assisting in the performance of the full range of advisory, planning/design, development, administrative, monitoring, evaluation and financial management functions critical to the achievement of the overall objective improve accessed to services for selected vulnerable groups and also for the smooth implementation of other USAID/Washington (USAID/W) centrally managed projects in the health sector. The incumbent will also serve as Activity Manager for one or more USAID/W managed projects being implemented by USAID/Vietnam. In order to be successful in carrying out the above mentioned functions, s/he will work closely with the OH U.S. Direct Hire (USDH) Director, senior technical advisors and other health and HIV/AIDS staff, with the Mission Director, and with USAID implementing partners including Private Voluntary Organizations (PVOs), NGOs, and Public International Organizations (PIOs) working in the health, agriculture and environment sectors in Vietnam. The incumbent will coordinate multi-sectoral and multi-donor activities being carried out by the OH as well as to assist the more senior OH and FSN Technical Advisors in carrying out their duties.

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)** Bachelor's degree in the field of Business, Administration, Project Management, International Development, Public Health Management or a related field is required. **(2)** Must have at least five years experience in progressively more responsible positions in the field of program management, international development or public health of which at least three or more years of this experience with a U.S. Government Agency or other international/local organization or donor. Prior experience and technical or policy-related knowledge in some combination of project management, international development, and public health is required. **(3)** Must have comprehensive knowledge of the concepts, principles, techniques and practices of project management and international development and experience with program/project monitoring and evaluation; knowledge and understanding of Vietnam's public health system, government and non-government; practical knowledge of international development issues, project management, public health and the international/national/local

development issues in Vietnam is required. **(4)** Must have ability to obtain, analyze, and evaluate a variety of data; organize and present technical information in concise written and oral form; plan, develop, manage and evaluate important and complex programs independently; furnish information and advice in assigned areas objectively; follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; type accurately; edit documents and focus on details. **(5)** Must demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (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](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: JULY 5, 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.)