

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 12/32**

**OPEN TO:** All Interested Candidates  
**POSITION:** **Administrative Assistant, FSN-8, FP-6**  
**OPENING DATE:** August 21, 2012  
**CLOSING DATE:** September 11, 2012  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** \*Not-Ordinarily Resident (holding diplomatic passport): US\$ 44,737 (Starting salary)  
(Position Grade: FP-6 will be confirmed by Washington)  
\*Ordinarily Resident: US\$10,459 (Starting salary)  
(Position Grade: FSN-8)  
**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 Administrative Assistant in its Office of Health (OH).

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will serve as a critical member of the USAID/Vietnam Office of Health team overseeing and ensuring proper functioning of administrative support activities, including program support, travel, procurement, financial management, general supplies, personnel, and also serve as the principal Secretary to the Director of the Office of Health. The incumbent will directly supervise one junior secretary in Hanoi and provide mentoring/guidance to a secretary in Ho Chi Minh City (HCMC). The incumbent will be responsible for the planning and oversight of the implementation of operational services for all components of the Office of Health. The incumbent will report directly to the Office of Health Director and work closely with the Deputy Director, and Technical and Managerial team leads in Hanoi and HCMC.

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 degree in Business or Public Administration, International Development, Social Science or Arts is required. (2) Must have at least five years of professional and progressively more responsible experience in the field of business or development. (3) Must have demonstrated administrative assistant/secretarial skills and support. Broad knowledge of concepts, principals, techniques, and practices of development programs, project assistance, and budgeting is required. Must have demonstrated potential to acquire knowledge of U.S. Government legislation related to Development Assistance; USAID program policies, regulations, and procedures. (4) Must have ability to work in a team environment; strong interpersonal skills and tact, work well under extreme pressure, and demonstrate flexibility to manage multiple tasks at the same time. Must be able to obtain, analyze, and evaluate a variety of data; organize and present information in concise written and oral form; participate in management and evaluation processes of projects; follow instructions and work with minimum oversight; draft and edit documents; have a strong focus on "attention to detail". Must also have the ability to establish and maintain contacts with host government(s) and the private sector from the community level to the low senior level and with stakeholders in the NGO environment in order to explain USAID-specific program policies and objectives, and must be a self-starter. (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: SEPTEMBER 11, 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.)