EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER**: HNALL 13/16**

OPEN TO: All Interested Candidates

POSITION: **Program Assistant, FSN-9**

OPENING DATE: May 22, 2013

CLOSING DATE: June 5, 2013

WORK HOURS: Full-time, 40 hours/week

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 Program Assistant position in its Joint POW/MIA Accounting Command (JPAC) Detachment Two Office.

BASIC FUNCTIONS OF THE POSITION

The incumbent of this position will serve as the translator and interpreter for Joint POW/MIA Accounting Command - Detachment Two (JPAC Det2), Hanoi, Vietnam. The incumbent will translate from Vietnamese into English and vice versa, all official documents to include: official correspondence, speeches, letters of Agreement and contracts destined for host nation government offices, such as the Vietnamese Office for Seeking Missing Persons (VNOSMP), Ministry of Foreign Affairs and Ministry of National Defense. The incumbent will also provide oral interpretation in meetings and field visits between high ranking Vietnamese, JPAC and other US government officials. Incumbent is responsible for arranging a variety of protocol related matters to include the coordination of meetings and site visits for JPAC personnel, U.S. officials and visitors with members of the government and other officials in Vietnam. The incumbent will also assist with various administrative tasks in support of the JPAC mission in Vietnam.

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) Education & Experience:
- Bachelor degree in English Language, Business, or related fields is required; and must have three years of working experience in a government, business or academic setting with interpretation and/or translation responsibilities is required; **OR**
- No University degree and 7 years of working experience in a government, business or academic setting with interpretation and/or translation responsibilities is required.

2) Language: Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

3) Computer Skills: Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be test).

4) Knowledge: Must be familiar with a broad array of subjects with regards to the Joint POW/MIA Accounting Command mission in Vietnam in order to be able to render accurate, clear translations which capture all of the meanings and nuances of the mission. Incumbent must be able to provide clear and concise interpretation (consecutive or simultaneous).

5) Abilities and Skills: Must be able to familiarize with various subject matters pertaining to the JPAC mission in Vietnam so as to render accurate, clear translations which capture all of the meanings and intent of the original document. Good secretarial/administrative skills are also required.

SELECTION PROCESS
When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA
Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website http://vietnam.usembassy.gov

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY
Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174). Candidates may also send a current résumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website http://vietnam.usembassy.gov; **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**

4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification

SUBMIT APPLICATION
Applications should be submitted through email to the address: HanoiHR@state.gov
Subject line must be: (HN VA 13/16) or your application may not be considered
Or drop your application to the following address:

Human Resources Office
U.S. Embassy Hanoi
No. 7 Lang Ha, Dong Da, Hanoi

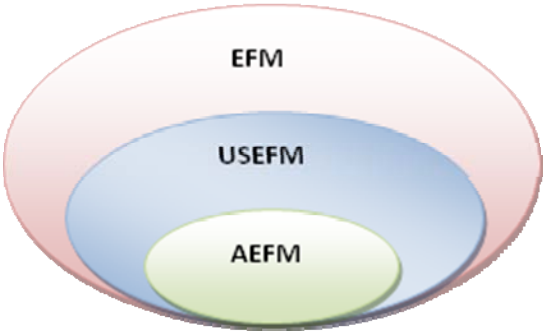
You may download the application form at http://photos.state.gov/libraries/vietnam/8621/pdf-forms/DS-174.pdf

POINT OF CONTACT:
Human Resources Office
Telephone: 84-4-3850-5000 ext. 5111
Fax: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: JUNE 5, 2013
(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 four (4) weeks from the closing date, your application was not successful.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. <u>Ordinarily Resident (OR)</u> – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.
<u>Failure to do so will result in an incomplete application</u>.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Current Address, Day, Evening, and Cell phone numbers
G. U.S. Citizenship Status *(Yes or No)* & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Eligibility to work in the country *(Yes or No)*
J. Special Accommodations the Mission needs to provide *(Yes or No; if yes, provide explanation)*
K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
L. Days available to work
M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
N. U.S. Eligible Family Member and Veterans Hiring Preference
O. Education
P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References