

**EMPLOYMENT OPPORTUNITY**  
**ANNOUNCEMENT NUMBER: HNALL 13/34A**

*This announcement is for a full performance level. The position is also advertised at a trainee level. Please see the [ANNOUNCEMENT NUMBER HNALL 13/34B](#) for reference*  
*(Applicants who responded to Vacancy Announcement HNALL 13/21 do not need to reapply)*

**OPEN TO:** All Interested Candidates

**POSITION:** **Commercial Specialist, FSN-10**

**OPENING DATE:** October 28, 2013

**CLOSING DATE:** November 25, 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 Commercial Specialist position in its Foreign Commercial Service Office.

**BASIC FUNCTIONS OF THE POSITION**

The incumbent of this position will serve as a senior professional analyst and advisor to the U.S. staff in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services; Provide a wide range of advice and assistance to U.S. firms, including developing marketing strategies and long term planning, preparing market research and reporting, organizing trade shows and events, and creating opportunities designed to facilitate exchanges between U.S. and host country business representatives. The incumbent will be responsible for all aspects of handling event management and logistics for their assigned client accounts. The incumbent will be responsible for identifying new clients, developing scopes of work and closing fee-for-services negotiations. The incumbent will analyze market trends and evaluates market research, frequently of the most complex nature, and is considered an expert in the sectors for which responsible; Maintain an extensive range of mid to senior level contacts in business and government; Advise U.S. and host country clients on laws affecting trade and investment; Inform host government officials and business organizations about U.S. legislation, regulations and practices pertaining to foreign trade; Undertake research and prepares complex factual and analytical reports on a variety of matters affecting U.S. exports and trade, particularly in areas of responsibility; Investigate trade complaints and make recommendations for resolution. The incumbent should have a proven track record of excellence and project management. The incumbent will also mentor junior staff on Commercial Service policies and procedures.

Please contact the Human Resources Office at 3850-5000 X5126 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:** Bachelor's degree in economics, marketing, or business administration is required.
- 2. Experience:** At least 4 years of progressively responsible experience in business, government or NGOs in the fields of marketing, business development, trade promotion, economics, international trade or similar field.
- 3) 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 applications (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be tested).

**4) Knowledge:** Must be familiar with the host country's economy, business customs, practices, marketing channels, laws, regulations, and policies related to assigned commercial functions. Expert and specialized knowledge of assigned industry sectors is required.

**5) Abilities and Skills:** Must be able to become familiar with the policies and regulations of the assigned industries, standard guidelines and instructions provided to U.S. clients, as well as relevant contacts in the host country; Must have strong project management and sales skills as well extensive experience with event planning; Must be able to solve complex commercial and trade issues related to marketing strategies and sales of U.S. products; Solve all levels of trade event/trade mission issues (e.g. last minute program changes; making budgets meet, etc.); Communicate with a wide range of contacts from junior staff to senior level government officials and company CEOs; Counsel business clients and hold frequent discussions with industry contacts and CS staff at post and in the U.S.; Must be able to express themselves clearly and accurately in a variety of written formats with varying degrees of complexity, including emails, memos, letters, presentation materials and market research reports.

## **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](mailto:HanoiHR@state.gov)**

**Subject line must be: (HN VA 13/34A) or your application may not be considered.**

Please use the online application form [DS-174](#). If you are unable to use the online form, you may download the PDF form [DS-174](#).

We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do NOT attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174.

#### **POINT OF CONTACT:**

Human Resources Office

Telephone: 84-4-3850-5000 ext. 5126

Fax: 84-4-3850-5019

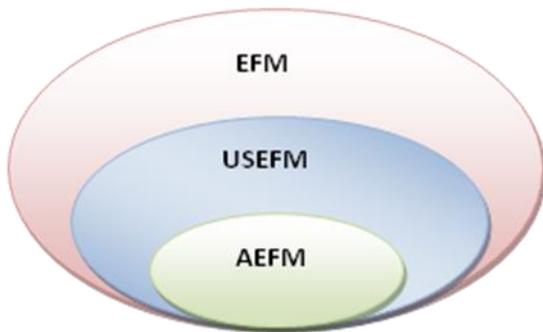
#### **CLOSING DATE FOR THIS POSITION: NOVEMBER 25, 2013**

(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. Ordinarily Resident (OR)** – 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.

**Failure to do so will result in an incomplete application.**

- 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