

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 14/38**

OPEN TO: All Interested Candidates
POSITION: Public Health Specialist (Global Health Security), FSN-11
OPENING DATE: July 10, 2014
CLOSING DATE: July 24, 2014
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY:*Ordinarily Resident: US\$22,127 (Starting salary)
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 for the position of Public Health Specialist (Global Health Security) in its Centers for Disease Control and Prevention/Global AIDS Program (CDC/GAP).

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

Incumbent of this position will serve as the Public Health Specialist for the Global Health Security (GHS) program of the Centers for Disease Control and Prevention (CDC) office at the U.S. Embassy in Hanoi, Vietnam. Under the supervision and management of the Chief of the GHS program, the incumbent is a key public health advisor to the Vietnam Ministry of Health (MOH) for activities related to the GHS program conducted in this area, including administrative, financial, and technical oversight of program activities. Overall responsibilities include building MOH capacity in the coordination, development, and implementation of laboratory systems, information systems, and emergency operations centers (EOC) for the surveillance, detection, and reporting of infectious diseases, including zoonotic diseases and potential emerging pandemic threats. The incumbent will be responsible for developing and operationalizing strategies for the CDC Global Health Security agenda and will coordinate closely with all involved U.S. and international stakeholders. The incumbent will also serve as a liaison between U.S. government stakeholders and the MOH and the Ministry of Agriculture and Rural Development (MARD).

Please contact the Human Resources Office at 3850-5000 Ext. 5127/Ext.5126 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:** An MD, PhD in public health, biological sciences or laboratory sciences, or Doctor of Veterinary Medicine (DVM) degree, or international equivalent is required.
- 2. Experience:** Must have at least five years' experience working with the MOH, MARD or other public health programs and a familiarity with USG agencies or international organizations, including WHO, FAO, OIE, or international NGOs is required. Also, experience in developing, implementing and evaluating public health programs and coordination with international agencies or implementing partners is required.

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

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

5. Knowledge: A professional knowledge foundation in public health is required. This includes a thorough understanding of current infectious disease issues, disease surveillance and reporting, laboratory systems and information systems, clinical care and treatment. A good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.

6. Abilities and Skills: Must have good program management and systems analytical skills, and be able to communicate issues and developments between the CDC GHS team and implementing partners within MOH both orally and in writing. It is critical to maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements. Good managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups. Ability to analyze, understand and discuss data, program and systems design and revision, and management and implementation approaches is 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 the 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 in 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 as a Locally Employed Staff or Family Member (DS-174). 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 14/38) or your application may not be considered;**

Please use the PDF application form [DS-174](#). The form is also available on the U.S. Embassy website <http://vietnam.usembassy.gov>.

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:

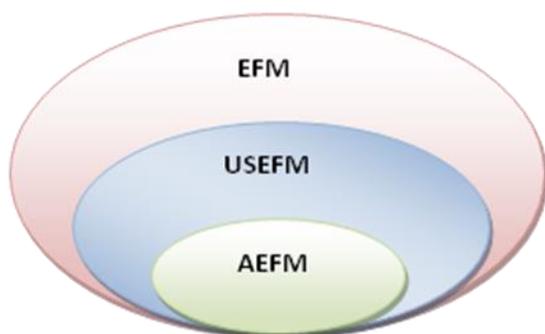
Human Resources Office
Telephone: 84-4-3850-5000 ext. 5127/5126
Fax: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: JULY 24, 2014

(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.)

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