

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 14/44**

**OPEN TO:** All Interested Candidates  
**POSITION:** **Program Management Assistant, FSN-8**  
**OPENING DATE:** August 25, 2014  
**CLOSING DATE:** September 8, 2014  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:**\*Ordinarily Resident: US\$10,459 (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 Program Management Assistant in its Defense Threat Reduction Agency (DTRA) Office in Hanoi.

**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 DTRA's principle locally employed staff located with the Office of Defense Cooperation with responsibility to assist in planning and executing DTRA's Cooperative Engagement Programs. The incumbent will report to the DTRA Project Manager with administrative oversight by the Office of Defense Cooperation and the DTRA Regional Cooperative Engagement Regional Office – Asia Pacific (CERO-AP). The incumbent will coordinate the administration and execution of DTRA's Proliferation Prevention (PPP) and International Counterproliferation Programs (ICP) with the Socialist Republic of Vietnam. The incumbent will assist in planning, facilitating and translating of bilateral meetings, seminars, training, and other official discussions or exchanges concerning DTRA programs and projects, and will prepare and translate diplomatic correspondence to host nation as necessary. The incumbent will also assist in DTRA logistical requirements to include any end use monitoring and custom clearances and assist the Office of Defense Cooperation in their cooperative engagement programs supporting maritime and border security, maritime domain awareness, proliferation prevention, interdiction capabilities and maritime search and rescue.

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:** University Degree in International Relations, Law, Public Administration, Business Administration, Social Sciences or some related field is required.
- 2. Experience:** Three years of progressive experience in the guidance, development, implementation, training and evaluation of projects/programs in project management or operations, administration, government or border security related fields 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. Knowledge:** Must have strong knowledge and background of Vietnamese geography and government. Familiarity of Vietnamese Coast Guard, Customs and border security operations and familiarity with non-proliferation regimes is highly desired. Knowledge of Government of Vietnam, military protocol, and correspondence practices is required.

**5. Abilities and Skills:** The ability to establish and maintain effective work relationships dealing with others at all levels throughout the U.S. and Government of Vietnam (GOV). Ability to work independent, and must be able to work as a team member with both U.S. Government and GOV agencies. Strong organizational skills, written reports, graphs, maps and presentations skills are 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 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 14/44) 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: SEPTEMBER 8, 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.