

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNAM 11/18**

- OPEN TO:** All Interested U.S. Citizens
- POSITION:** **Human Resources Assistant, FP-07 ***
(*Position Grade FP-07 will be confirmed by Washington)
- OPENING DATE:** November 29, 2011
- CLOSING DATE:** December 13, 2011
- WORK HOURS:** Full-time, 40 hours/week
- ANNUAL SALARY:** **US\$39,994 .00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
 - At least 18 years old; and
 - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil service annuity.
- US\$34,324.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
 - U.S. Citizen EFM of Agencies or Offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
 - EFM hired under PSA mechanism; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- US Citizen employees who are not EFM, MOH listed above; and
 - Not holder of diplomatic passport; and is a local resident; and
 - Is subject to the host country employment and tax law; and
 - Have the required visa, residency permit and work permit in order to work legally in the host country.

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 Human Resources Assistant position in its Human Resources Office (HR).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will maintain and update data of American personnel into the post personnel system and will be responsible for the accuracy of the data. Incumbent will process TM-3s, Welcome to post cables, TM-5s and TM-8s; post differential allowance cables for American personnel and provide assistance with the Mission Awards program. Incumbent will handle all extensions/curtailment requests for direct-hire Americans; maintain and update the HR extension log. Incumbent will also assist in maintaining American and Locally Employed Staff files; provide support to other HR Assistants in their work portfolios on an as needed basis, and perform all other ad-hoc duties as required.

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) College or University studies is required; (2) At least two years of general administrative experience is required; (3) Good knowledge of HR regulations; In-depth knowledge of FAM, FAH pertaining to HR issues. Must have considerable knowledge of Microsoft Office Suites including Word, Excel, Outlook for e-mails, calendar, etc; (4) Must be able to communicate effectively and persuasively in writing to be able to prepare reports, notices, memos, cables, and other correspondence. Must be an effective oral communicator in order to explain new or revised procedures; provide advice/guidance on HR initiatives and issues. Must be discreet in order to protect the confidentiality of personnel information and must possess excellent interpersonal skills. Must be able to work under pressure. Excellent English grammar and spelling is required; (5) Level 4 (Fluent) Speaking/Reading/Writing English is required.

You may download the application form at http://vietnam.usembassy.gov/job_opportunities.html

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

Must be able to obtain and hold a State Department TOP SECRET Security Clearance.

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: DECEMBER 13, 2011

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)