

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HNEFM 09/23

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) and Members of Household (MOH) – All Agencies

POSITION: Computer Operator (LAN), FP-07*

OPENING DATE: December 1, 2009

CLOSING DATE: December 15, 2009

WORK HOURS: Full-time; 40 hours per week

ANNUAL SALARY: US\$36,421 (Starting salary for 40-hour work week) applicable to USEFMs
US\$33,817 (Starting salary for 40-hour work week) applicable to EFMs and MOHs
(*Position Grade: FP-07 will be confirmed by Washington)

Actual filling of the position is contingent upon the availability of funds

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMS), ELIGIBLE FAMILY MEMBERS (EFMS) AND MEMBERS OF HOUSEHOLD (MOH) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A USEFM OR EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The Embassy of the United States of America in Hanoi is seeking an USEFM, EFM or MOH for employment for the position of Computer Operator (LAN) in its Information Resources Management (IRM).

BASIC FUNCTION OF THE POSITION

Incumbent of this position will assist in the support of client workstations, network servers and related peripherals. Incumbent will provide help-desk support and assist in user training in all computer software and system applications for both American and locally employed staff. The incumbent will also respond to queries from the Hanoi user community and Ho Chi Minh city Consulate IRM staff and act as IRM Help Desk as the first point of contact for all client computer and software application queries. Additionally, the incumbent will assist the Information Systems Officer (ISO) and/or the Information Management Officer (IMO) as directed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office Hanoi. Please contact the Human Resources Officer at 850-5000 X5134 for questions.

QUALIFICATION REQUIREMENTS

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Must have at least two years of progressively responsible experience in Information Technology (IT).

3. Must have a solid knowledge in Microsoft operating systems including Windows XP and Windows 2000/2003 Server. Experience in the Microsoft Office suite is required.
4. Ability to perform limited hardware and software setup, as well as perform routine preventive maintenance.
5. Level 4 (Fluent) Speaking/Reading/Writing English 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 candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees serving a probationary period and/or have not completed six months of employment with the Mission 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 US 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 the required security clearance.

TO APPLY

Interested candidates for this position must submit the following, or the application will not be considered:

1. Not-Ordinary Resident (NOR): Application for US Federal Employment (OF-612 or DS-1950);
2. Ordinary Resident (OR): Post form "Application for Employment with the U.S. Mission to Vietnam" available on the website.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the position as listed above.

You may download the application form at http://vietnam.usembassy.gov/job_opportunitites.html#appforms or paper copies are 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.

SUBMIT APPLICATION TO

Human Resources Officer
U.S. Embassy, 7 Lang Ha Street, Hanoi

All applications must be put in sealed envelopes and addressed to the Human Resources Officer to receive consideration. Please write clearly on your envelope the position for which you are applying.

POINT OF CONTACT

Human Resources Office
U.S. Embassy Hanoi
Tel. 84-4-3850-5000

DEFINITIONS

1. U.S. citizen eligible family member (USEFM): For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
 - U.S. citizen; and
 - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
 - 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; and who is under chief of mission authority, and either:
 1. Resides at the sponsoring employee's post of assignment abroad or, as appropriate, 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. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form SF-1190, Foreign Allowances Application, Grant and Report, processed authorizing ISMA.
2. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
 - Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse or domestic partner as defined in 3 FAM 1610 when dependent upon and normally residing with the guardian or custodial party;
 - Parents (including stepparents and legally adoptive parents) of the employee or of the spouse or of the domestic partner as defined in 3 FAM 1610, 3 FAH-1 H-2423(c), 3 FAH-1 H-2425.5(2).
 - Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse or domestic partner as defined in 3 FAM 1610, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
 - Spouse or same-sex domestic partner as defined in 3 FAM 1610.
3. Member of Household (MOH) – An individual who accompanies or join 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, and who is under chief of mission authority. An MOH is:
 - Not an EFM; and
 - Not on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of the sponsoring employee; and
 - Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.A MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

CLOSING DATE FOR THIS POSITION: DECEMBER 15, 2009
(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

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.

Cleared by: HRO: Williette Gooding
Drafted by: HRA: Tu Ngo