

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNEFM 10/12

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

POSITION: Consular Assistant, **FP-07***

OPENING DATE: September 21, 2010

CLOSING DATE: October 05, 2010

WORK HOURS: Part-time; 32 hours per week

ANNUAL SALARY: US\$39,994 (Starting salary for 40 hour work week) – applicable to USEFMs
US\$34,324 (Starting salary for 40 hour work week) – applicable to EFMs and MOH
(*Position Grade: FP-07 will be confirmed by Washington)

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

NOTE: 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 individual for employment for the Consular Assistant position in its Consular Office.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will perform the full range of non-immigrant visa (NIV) work to include collecting biometric data from the visa applicants, prescreening visa applications, entering the data into the NIV system, producing machine-readable visas, tracking visa related special advisory opinions, working with diplomatic visa and visa referral program, maintaining visa issuance and refusal files. Incumbent will also work with the Fraud Prevention Unit to increase fraud prevention capabilities, including utilizing available fraud prevention tools and performing validation studies. He/she will assist the American Citizen Services Unit with prescreening of passport applications and reports of birth abroad and with warden registrations, welfare and whereabouts inquiries, and other citizen services as required.

Please contact the Human Resources Office at 3850-5000 X5102 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) A high school diploma is required. (2) One year of office clerical or administrative work is required. (3) Must complete and pass the Foreign Service Institute (FSI) correspondence course for visas (PC-102) after entry on duty. (4) Level 4 (Fluent) Speaking/Reading/Writing English is required. (5) Must be able to deal with applicants with courtesy, tact, and decisiveness. Must have the ability to effectively handle detailed and complex regulations and procedures. (6) Must have intermediate computer skills including familiarization with Outlook, Microsoft Word, and Excel.

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

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: OCTOBER 5, 2010

(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.)