

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 10/16

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

**POSITION:** Make Ready/ Events Coordinator, FP-07

**OPENING DATE:** December 14, 2010

**CLOSING DATE:** December 29, 2010

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** US\$ 39,994 p.a. (Starting salary for 40 hour work week) - applicable to USEFMs  
US\$.34,324 p.a. (Starting Salary 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.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the position of Make Ready/ Events Coordinator in its General Services Office (GSO).

#### **BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will be responsible for conducting all pre-occupancy inspections for make readies in residential housing for incoming officers. The incumbent will also be responsible for providing administrative and office management support to the Management Office, General Services Office and other Foreign Service Officers in coordination of events, as well as preparation of schedules and logistics coordination for official visitors and delegations.

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) Completion of secondary school is required; (2) Must have two years experience in a business/office environment and/or events planning; (3) Must be familiar with Post visitor guide and any directive issued by Washington with regards to visitors; (4) Must be capable to multi-tasking and detail-oriented at all planning stages; able to work under minimal supervision, and have excellent written and verbal communication skills in order to deal effectively and authoritatively with a variety of people both inside and outside of the Mission; (5) Must have excellent computer skills and abilities to use related software applications; (6) Level 4 (Fluent) Speaking/Reading/Writing English is required.

You may download the application form at [http://vietnam.usembassy.gov/job\\_opportunities.html#appforms](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: December 29, 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.)