

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNEFM 11/02

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

POSITION: Residential Security Coordinator, **FP-06***

OPENING DATE: February 28, 2011

CLOSING DATE: March 14, 2011

WORK HOURS: Part-time; 32 hours per week

ANNUAL SALARY: US\$44,737 (Starting salary for 40 hours work week) – applicable to USEFMs
US\$38,394 (Starting salary for 40 hours work week) – applicable to EFMs and MOH
(*Position Grade: FP-06 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 Residential Security Coordinator position in its Regional Security Office (RSO).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will oversee all physical security aspects for stand-alone houses, apartments, and Living Quarter Allowance (LQA) housing members.

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) University studies or vocational/ technical degree required; (2) One year of experience in any related security field is required; (3) Must have basic knowledge of residential security alarms, locks and related components; (4) Must demonstrate sound organization skills and possess basic computer skills; (5) Must be able to obtain a State Department Top Secret Clearance; (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. 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: MARCH 14, 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.)