

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 11/03

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

**POSITION:** Registered Nurse, FP-05

**OPENING DATE:** March 2, 2011

**CLOSING DATE:** March 16, 2011

**WORK HOURS:** Part-time, up to 32 hours/week

**ANNUAL SALARY:** US\$ 50,043.00 (Starting salary for 40 hour work week) - applicable to USEFMs  
US\$ 42,948.00 (Starting Salary 40 hour work week) - applicable to EFMs and MOH  
(\*Position Grade FP-05 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 Registered Nurse position in its Health Unit.

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

Incumbent of this position will serve as U.S. Registered Professional Nurse or Western European equivalent trained Registered Professional Nurse with comparable license. Incumbent will provide the full range of professional nursing services to American and locally employed staff. Incumbent will act as American Medical Unit First Responder authorized to classified areas in the absence of American Medical Unit Chief.

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) Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico or Western European equivalent is required; (2) Two years of occupational health experience is required; (3) Must be familiar with American nursing standards of care (4) Must be able to obtain a State Department Secret Security Clearance; (5) 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: March 16, 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.)