

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNEFM 12/04**

(Applicants who responded to Vacancy Announcement
No. HNEFM 11/07, HNEFM 11/15 & HNALL 11/20 need not re-apply)

- OPEN TO:** All Interested U.S. Citizens
- POSITION:** **Security Escort, FP-08 ***
(*Position Grade FP-08 will be confirmed by Washington)
- OPENING DATE:** January 30, 2012
- CLOSING DATE:** February 15, 2012
- WORK HOURS:** Part-time, 20 hours/week
- ANNUAL SALARY:** **US\$35,753.00** (Starting salary for a 40-hour work week) - applicable to:
- U.S. Citizen EFM; and
 - At least 18 years old; and
 - Listed on travel orders of direct hire Foreign Service, Civil service, or uniformed service members under Chief of Mission authority; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad; and
 - Does not receive a Foreign Service or Civil service annuity.
- US\$30,684.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-U.S. Citizen EFM, MOH with SSN number; or
 - U.S. Citizen EFM of Agencies or Offices, or uniformed service members **NOT** under Chief of Mission authority; or
 - U.S. Citizen EFM who receives a USG retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service; or
 - EFM hired under PSA mechanism; and
 - Residing at the sponsoring employee's or uniformed service member's post of assignment abroad.
- US\$15,130.75 (U.S. Minimum Wage)** - applicable to:
- US Citizen employees who are not EFM, MOH listed above; and
 - Not holder of diplomatic passport; and is a local resident; and
 - Is subject to the host country employment and tax law; and
 - Have the required visa, residency permit and work permit in order to work legally in the host country.
- 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 Security Escort position in its Facilities Maintenance Unit.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will escort all un-cleared maintenance crews, janitors, contractors, and other service personnel in secure areas for the duration of their work. Escort duties may require working after hours and weekends. Incumbent will also back up the Residential Security Coordinator in overseeing contractors and or locally

employed staff throughout installation and maintenance on residential security equipment for quality control, and perform other ad-hoc duties as required.

Please contact the Human Resources Office at 3850-5000 X5111 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 high school is required; **(2)** One year experience in any related security field is required; **(3)** Must have knowledge of post security requirements and general layout of Embassy compound; **(4)** Level 4 (Fluent) Speaking/Reading/Writing English is required.

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

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

Must be able to obtain and hold a State Department Secret Security Clearance.

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: FEBRUARY 15, 2012

(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.)