

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 12/05B

This announcement is for a trainee level. The position is also advertised at a full performance level. Please see the [Announcement Number HNEFM 12/05A](#) for reference.

- OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) – All Agencies
- POSITION:** Roving Secretary, FP-08\*
- OPENING DATE:** February 6, 2012
- CLOSING DATE:** February 21, 2012
- WORK HOURS:** Full Time, 40 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 (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

**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 in Vietnam for the position of Roving Secretary in its Human Resources Office (HRO).

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

Incumbent of this position may be assigned to any office in the mission to fill staff gaps of short to long duration. In addition, the incumbent will be called to provide secretarial/administrative support during VIP visits. The incumbent will also support CODELs/Staffdels, as needed.

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) College or University Studies required; (2) Must have at least one year of general administrative experience; (3) Must be familiar with State Department available guidelines. Must be able to work under pressure; (4) Must have knowledge of Microsoft Office Suites including Excel, Outlook for e-mails, calendar, etc.; (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**

Must be able to obtain and hold a TOP SECRET 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 21, 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.)