

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 12/14B

This announcement is for a trainee level. The position is also advertised at a full performance level.  
Please see the [Announcement Number HNEFM 12/14A](#) for reference.

- OPEN TO:** All Interested U.S. Citizens
- POSITION:** Roving Secretary, FP-08\*  
(\*Position Grade FP-08 will be confirmed by Washington)
- OPENING DATE:** April 10, 2012
- CLOSING DATE:** April 25, 2012
- WORK HOURS:** Part-time, 20 hours/week
- ANNUAL SALARY:** **US\$35,753.00** (Starting salary for 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\$34,324.00** (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 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 is 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 or possess 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: APRIL 25, 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.)