

EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNEFM 12/16

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies
POSITION: **Community Liaison Office (CLO) Coordinator, FP-06***
(*Position Grade FP-06 will be confirmed by Washington)
OPENING DATE: April 13, 2012
CLOSING DATE: April 30, 2012
WORK HOURS: Full time, 40 hours/week
ANNUAL SALARY: **US\$44,737.00** (Starting salary for a 40-hour work week) - applicable to:

- US 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.

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 CLO Coordinator within the Management Section.

BASIC FUNCTIONS OF THE POSITION

Under the supervision of the Management Officer, the CLO Coordinator develops and manages a comprehensive post program to maintain high morale. The CLO office identifies the needs of the entire community and responds with effective programming, information, and resources. The CLO coordinator is also a community advocate for employees and families, advising post management on quality of life issues recommending solutions and implementing the specific response.

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) High School Diploma is required; **(2)** Must have at least three years relevant or professional work experience; **(3)** Must be familiar with State Department available guidelines. The following knowledge is critical to performance of CLO duties: employment liaison, education liaison, crisis management and security liaison where USG and State Department regulations, policies and initiatives govern programs and benefits critical to the general well being of FS employees and family members; **(4)** Must have knowledge of computer and office equipment as well as good writing skills to draft correspondence and reports; **(5)** Must have strong interpersonal skills in order to interact with a variety of persons including family members at Post; **(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: APRIL 30, 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.)