

EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNEFM 12/26B

This announcement is for a trainee level. The position is advertised at a full performance level in the [Announcement Number HNEFM 12/26A](#).

- OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs), U.S. Citizen MOH – All Agencies
- POSITION:** **Residential Security Coordinator, FP-07\***  
(\*Position Grade FP-07 will be confirmed by Washington)
- OPENING DATE:** June 27, 2012
- CLOSING DATE:** July 11, 2012
- WORK HOURS:** Part-time, 20 hours per week
- LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds
- ANNUAL SALARY:** **US\$39,994.00** (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.
- US\$34,324.00** (Starting salary for a 40-hour work week) - applicable to:
- Non-US Citizen EFM, MOH with SSN number; or
  - US Citizen EFM of Agencies or Offices, or uniformed service members **NOT** under Chief of Mission authority; or
  - US Citizen EFM who receives a USG retirement annuity or pension from a career in the US 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.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the Residential Security Coordinator position in its Regional Security Office (RSO).

**BASIC FUNCTIONS OF THE POSITION**

Incumbent of this position will oversee all physical security aspects for stand-alone houses, apartments, and Living Quarter Allowance (LQA) housing members.

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)** University studies or vocational/ technical degree required; **(2)** At least one year of general work experience is required; **(3)** Must have basic knowledge of residential security alarms, locks and related components; **(4)** Must demonstrate sound organization skills and possess basic computer skills; **(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 (TS) 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: July 11, 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.)