

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNUSEFM 12/07**

(Applicants who responded to Vacancy Announcement
No. HNUSEFM 12/02 need not re-apply)

- OPEN TO:** All interested U.S. citizens
- POSITION:** **Courier Escort/Diplomatic Post Office (DPO) Mail Room Clerk, FP-08***
(*Position Grade FP-08 will be confirmed by Washington)
- OPENING DATE:** February 16, 2012
- CLOSING DATE:** March 01, 2012
- WORK HOURS:** Part-time, 32 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 position of Courier Escort/Diplomatic Post Office (DPO) Mail Room Clerk in its Information Resources Management Section (IRM).

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position will provide DPO and Diplomatic Pouch services to authorized users and provide general secretarial and administrative support duties to Information Resource Management Section (IRM).

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 of clerical experience is required; **(3)** Must be able to operate standard office machines, postage scales, calculator and computers; **(4)** Must be able to use 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. 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 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: MARCH 01, 2012.

(All applications must be received by close of business on the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)