

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 14/28**

OPEN TO: All Interested Candidates
POSITION: **Administrative Assistant (PEPFAR Office Administrator), FSN-8**
OPENING DATE: May 21, 2014
CLOSING DATE: June 4, 2014
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY:*Ordinarily Resident: US\$10,459 (Starting salary)
LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds

U.S. Agency for International Development (USAID), Hanoi is seeking an individual for employment for the position of Administrative Assistant (PEPFAR Office Administrator) in the President's Emergency Plan for AIDS Relief (PEPFAR) Coordination Office in Hanoi.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position serves as a critical member of the PEPFAR Coordination Office (PCO) and the larger PEPFAR Interagency Team, overseeing and ensuring proper functioning of administrative support activities, including office support, travel, procurement, financial management, general supplies, and personnel for the PCO, and ensuring that activities are coordinated closely with key staff across other agencies working on PEPFAR (USAID, Centers for Disease Control and Prevention, Department of Defense, Substance Abuse and Mental Health Services Administration). The incumbent also provides/manages the full range of secretarial services/administrative support and assistance to two other staff in Hanoi and responsible for the planning and oversight of the implementation of operational services for the PCO.

Please contact the Human Resources Office at 3850-5000 Ext. 5127/Ext.5126 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. Education:** Bachelor's degree in business or public administration, international development, financial, human resource management, social science or arts is required.
- 2. Experience:** A minimum of five (5) years of professional and progressively more responsible experience in the field of secretarial/administrative or office management with a US Government Agency or other international/local organization or donor is required.
- 3. Language:** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.
- 4. Computer skills:** Demonstrate proficiency in word processing, spreadsheets, databases, and other computer applications (MS Word, Excel, Outlook, PowerPoint, etc.) (this may be tested).

5. Knowledge: Must demonstrate administrative assistant/secretarial skills and support. Broad knowledge of concepts, principals, techniques, and practices of development programs, project assistance, and budgeting is required. The incumbent must demonstrate potential to acquire knowledge of US Government legislation related to Development Assistance; USAID program policies, regulations, and procedures.

6. Abilities and Skills: The ability to work in a team environment is required. Must have strong interpersonal skills and tact, work well under extreme pressure, and demonstrate flexibility to manage multiple tasks at the same time. Must be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present information in concise written and oral form; 3) participate in management and evaluation processes of projects; 4) follow instructions and work with minimum oversight; 5) draft and edit documents; 6) have a strong focus on attention to detail. Ability to establish and maintain contacts with host government(s) and the private sector from the community level to the low senior level and with stakeholders in the NGO environment is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website <http://vietnam.usembassy.gov>

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current résumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://vietnam.usembassy.gov>; **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification

SUBMIT APPLICATION

**Applications should be submitted through email to the address: HanoiHR@state.gov
Subject line must be: **(HN VA 14/28)** or your application may not be considered;**

Please use the PDF application form [DS-174](#). The form is also available on the U.S. Embassy website <http://vietnam.usembassy.gov>.

We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do **NOT** attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174.

POINT OF CONTACT:

Human Resources Office

Telephone: 84-4-3850-5000 ext. 5127/5126

Fax: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: JUNE 4, 2014

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.