

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 15/05**

**OPEN TO:** All Interested Candidates  
**POSITION:** Official title: **Project Management Specialist, FSN-10**  
Post title : **Social Development Program Management Specialist, FSN-10**  
**OPENING DATE:** January 20, 2015  
**CLOSING DATE:** February 3, 2015  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:**\*Ordinarily Resident: US\$16,300 (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 Project Management Specialist in its Environment and Social Development Office (ESDO).

**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**

The Social Development Project Management Specialist position is situated in the Environment and Social Development Office and is critical to carrying out activities in the mission that support disabilities and higher education programs. The incumbent of this position is responsible for the conception, design, implementation oversight, coordination, and evaluation of a broad range of agency-funded Social Development program activities required to implement the disabilities and higher education programs. The incumbent will advise host country ministries, partners, and advocacy networks; represent USAID/Vietnam on Social Development issues at technical, policy, and strategic planning meetings, including with collaborators and donor agencies. The incumbent will also serve as the Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) for grants, contracts, and cooperative agreements and coordinates funding, reporting, and administration with the team to assure projects are appropriately conducted and U.S. Government (USG) funds are used efficiently.

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 Social Work, Education, Public Health, Health Sciences, or a related field is required.
- 2. Experience:** A minimum of three years of professional working experience in program assistance and financial management of vulnerable population projects, of which two years have been working with or for a foreign government, international NGO, donor agency, or USG. Prior technical or

policy-related knowledge in the disabilities or social development sectors is required. Previous experience should include having responsibility for exercising independent judgment and providing sound analysis leading to effective financial decision-making on development assistance projects. Experience creating and maintaining budget spreadsheets and working with relevant computer software is also 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. Knowledge:** Must have a: 1) solid knowledge of the concepts, principles, techniques, and practices in the areas of one or more of these fields in social development, disabilities, community health, and social systems strengthening, as well as familiarity with higher education; 2) thorough knowledge of Vietnamese social, economic, political, and cultural characteristics, development prospects, potential, and resources in the above described program areas; 3) knowledge of GVN development priorities, policies, and procedures.

**5. Abilities and Skills:** The ability to: 1) identify wide-ranging key program budget and operations issues and establish and evaluate relevant data; 2) plan, organize, and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements, and contracts required. Ability to lead results-driven project teams and workgroups; able to set, communicate, and enforce deadlines; 3) identify priority activities and assignments, adjusts priorities, allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently; is conscientious and efficient in meeting commitments, observing deadlines and achieving results with high quality work outputs; works effectively on multiple tasks under time pressure; 4) Develop and maintain effective working relationship with team members, internal /external partners and/or stakeholders; 5) Speak and write clearly and effectively; possesses strong listening and verbal communication skills. Strong interpretation skills is required; 6) strong inter-personal skills with various audiences and stakeholders

## **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](mailto:HanoiHR@state.gov)  
Subject line must be: (HN VA 15/05) 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: FEBRUARY 3, 2015**

(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.