

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 14/55**

OPEN TO: All Interested Candidates
POSITION: Secretary, FSN-7
OPENING DATE: November 6, 2014
CLOSING DATE: November 20, 2014
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY:*Ordinarily Resident: US\$8,300 (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 Secretary 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

Under direct supervision of the ESDO Director, incumbent of this position will serve as a key supporting member of the USAID ESDO team in Vietnam. The incumbent will be responsible for overseeing, coordinating and executing all secretarial and administrative support activities with regards to the ESDO personnel and programs. The incumbent will perform a variety of secretarial, administrative and clerical duties to ensure smooth, effective and efficient operations. The incumbent will report directly to the ESDO Director and coordinates with other support personnel in the USAID Vietnam Mission.

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:** Completion of High School is required.
- 2. Experience:** Must have at least four years of responsible executive secretarial experience with an international organization or English speaking environment.
- 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 thorough knowledge and proficiency of office procedures and practices, including filing systems. Knowledge and understanding of the Government of Vietnam's organizational structure to include various ministries, their internal operations and staffing structure is required.
- 5. Abilities and Skills:** Ability to work effectively in a team environment is required. Must be able to work calmly, tactfully, and effectively under pressure and demonstrate extreme flexibility to management duties and responsibilities. Strong organizational skills and excellent interpersonal and communications skills are required.

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>

HOW TO APPLY

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

Universal Application for Employment (UAE) 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>;

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 14/55) 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: NOVEMBER 20, 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.)