

# U.S. Mission Vietnam – U.S. Embassy in Hanoi

Vacancy Announcement Number: 2017- 45

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Project Management Assistant

**OPENING DATE:** August 3, 2017

**CLOSING DATE:** August 17, 2017

**WORK HOURS:** Full-time, 40 hours/week

**ANNUAL SALARY:** **Ordinarily Resident (OR):** FSN-8; US\$12,581(Starting Salary)  
**Not-Ordinarily Resident (NOR):** FP-6; US\$47,170(Starting Salary)  
**\*Final grade/step for NORs will be determined by Washington.**

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Hanoi, Vietnam is seeking eligible and qualified applicant for the position of Project Management Assistant in the U.S. Agency for International Development (USAID).

NOTE: Due to the high volume of applications received, we will only contact applicants who are qualified and will be invited for further testing and/or interview. Thank you for your understanding.

## **BASIC FUNCTION OF POSITION**

Incumbent of this position will carry out administrative duties and project management support. The incumbent will oversee and coordinate all secretarial and administrative support activities for the Office of Economic Growth and Governance (EG2), perform all duties to ensure smooth, effective and efficient operations of the office. He/she will provide office management support, correspondence management, meeting arrangements, filing, vouchers, travel coordination, and visitor support. The incumbent will support the team's technical staff. He/she will serve as the focal point for Monitoring, Evaluation and Learning (MEL) and will be responsible for tracking the program budget for the entire EG2 portfolio. The incumbent will also serve as the liaison with the Program Development Office, the Office of Acquisition and Assistance (OAA), and the Office of Financial Management.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

**1. EDUCATION:** College or university studies in Business Administration, Public Administration, Social Science or Liberal Arts is required.

**2. EXPERIENCE:** At least three years in progressively responsible positions in the following areas: administration, financial management, and/or program management is required. Previous experience with an international organization or English speaking environment 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. SKILLS AND ABILITIES:** Must exhibit excellent professionalism, be able to work calmly, tactfully, and effectively under pressure and under timelines. Must demonstrate the ability to multitask, having flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. Must be skilled in effectively guiding USAID/Vietnam's flow of documents to the EG2 office and have strong organizational skills. Must possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, Power Point, email, and Google applications such as Google docs, Google sheets and Google calendar and must be able to learn and use Agency specific software related to work area efficiency.

**5. JOB KNOWLEDGE:** Must have knowledge and understanding of practices and procedures in office management. Demonstrated proficiency in typing various correspondence formats (i.e. memoranda, letters, reports, etc.) and computer skills is required. Must have thorough knowledge how to provide dependable secretarial/administrative support and assistance Good knowledge and understanding of the GVN's organizational structure to include various Ministries, their internal operations and staffing structures.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

**HIRING PREFERENCE ORDER:**

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran\*
- (2) AEFM / USEFM
- (3) FS on LWOP\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

## ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Embassy does not accept applications via Vietnam works or CareerBuilder without DS-174 form.

1. **Universal Application for Employment (UAE) (Form DS-174), which is available on our website <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-hanoi/> or by contacting Human Resources 84-4) 3850-5126 or (84-4) 3850-5127**

## **2. Copies of Degrees and certificates that support the position's educational requirement**

### WHERE TO APPLY:

**Human Resources Office** 84-4-3850-5000 ext. 5126/5127  
**E-mail Address:** [HanoiHR@state.gov](mailto:HanoiHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.

## Appendix (DEFINITIONS)

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.