

**Request for Proposals (RFP)
for Resident-hire U.S. Personal Services Contractor (USPSC) – Development Outreach
Communications Specialist (DOCS), USAID/Vietnam**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Optional Form 612's) from U.S. citizens interested in providing the PSC services described in the RFP No. SOL-440-16-000004 documents referenced below. The closing date for applications is April 1, 2016 at 4:00 p.m. Hanoi, Vietnam local time.

This position of Development Communications Outreach Specialist (DOCS) is located within the Program Development Office (PDO), USAID/Vietnam Mission. The DOCS plays a central role in defining our programs and explaining them to Vietnamese, American, and international audiences. The DOCS is responsible for collecting, researching, managing, and distribution information associated with the USAID-managed portion of the U.S. foreign assistance program in Vietnam and serves as the point of contact and liaison for all public information requests relating to the Vietnam program. The incumbent collaborates closely with the Vietnam mission staff, PDO, and numerous implementing partners to develop and implement USAID/Vietnam's overall development outreach communications strategy. S/he maintains regular contact with and collaborates with the U.S. Embassy/Hanoi's Public Affairs Section to ensure that Embassy personnel are properly apprised of USAID program activities and events. Please see links reference below for full duties and qualification requirements.

Please visit the followign link for a complete version of the RFP documents and application instructions: <https://www.usaid.gov/vietnam/work-with-us/careers> (or <https://www.fbo.gov/notices/fb205b08b2312b8a3831f1c2341845fd>)

Submissions shall be in accordance with the information contained in the RFP and submitted in accordance with the specified requirements. **Residence permits (and/or requisite visas) and work permits for Vietnam (or the demonstrated ability to obtain the required authorizations for employment in Vietnam themselves) are required.** Any questions regarding this position should be sent to hoahoang@usaid.gov, dharter@usaid.gov. Only shortlisted candidates will be contacted.