

Vietnam

[Login](#)

[Return to Job Search](#)

## Vacancy Details

APPLY TO THIS VACANCY

VIEW ELIGIBILITY QUESTIONS

VIEW EDUCATION AND EXPERIENCE

VIEW VACANCY QUESTIONS




EMAIL TO A FRIEND

PRINT VACANCY

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

### About

**Announcement Number:** HANOI-2021-65 (RA3)  
**Hiring Agency:** Embassy Hanoi  
**Position Title:** Public Health Specialist (Treatment ) (All Interested Applicants)  
**Open Period:** 01/09/2023 - 02/06/2023  
Format MM/DD/YYYY  
**Vacancy Time Zone:** GMT+7  
**Series/Grade:** LE - 0550 11  
**Salary:** USD \$34,313  
**Work Schedule:** Full-time - Monday through Friday 40 hours per week  
**Promotion Potential:** LE-11

**Duty Location(s):** 1 in Hanoi, VM  
**Telework Eligible:** No  
**For More Info:**  HR Section  
 84-24-38505000/Ext. 5136  
 HanoiHR@state.gov

### Overview

**Hiring Path:** • Open to the public  
**Who May Apply/Clarification From the Agency:** Open to: All Interested Applicants / All Sources  
For USEFM - FS is FP-4. Actual FS salary determined by Washington D.C.  
**Security Clearance Required:** Public Trust - Background Investigation  
**Appointment Type:** Permanent  
**Appointment Type Details:** • Indefinite subject to successful completion of probationary period.  
**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.  
**Summary:** The work schedule for this position is:

- Full Time 40 hours per week

Start date: Candidate must be able to begin working within 45 days of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses** No  
**Reimbursed:** Not Required  
**Travel Required:**

[Back to top](#)

## Duties

Incumbent of this position will serve as the primary public health technical expert and contact for the Centers for Disease Control and Prevention Office (CDC) on all activities aimed at HIV treatment programs. S/he will be responsible for planning, organizing, implementing, coordinating, and monitoring U.S. President's Emergency Plan for AIDS Relief (PEPFAR)/ CDC funded treatment program activities conducted in collaboration with various levels of public health stakeholders, day-to-day program and administrative management. The incumbent, in coordination and collaboration with other PEPFAR agencies, will ensure program implementation in line with program strategic objectives and internationally recognized public health standards and best practices. The incumbent will represent CDC Vietnam on treatment issues at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. S/he will play an important role in technically supporting the Ministry of Health (MOH) and jointly work with other PEPFAR/CDC staff and stakeholders to ensure a smooth implementation and continuing program quality. Also, the incumbent will serve as a CDC provincial officer and site visit coordinator. For the provincial officer role, s/he will be responsible for leading provincial planning that includes engaging other technical staff as needed, attending provincial planning visits with CDC management and implementing partners, and documenting implementation progress and current support. As a provincial site visit coordinator, the incumbent will be responsible for scheduling, trip reports, and assembling site visit team.

[Back to top](#)

## Qualifications and Evaluations

### **Requirements: EXPERIENCE:**

At least five years of working experiences on health related areas which includes minimum 2 years of public health experience in developing, implementing, or evaluating HIV/AIDS programs or other relevant public health programs is required.

### **JOB KNOWLEDGE:**

Must have:

- Comprehensive knowledge of current HIV issues, care and treatment, counseling and interventions, behavior change, testing, and treatment.
- An in-depth knowledge of the range of treatment programs, policies, regulations and precedents applicable to development and administration of national/international public health programs.
- Detailed knowledge of the host government health care system and structures including familiarity with MOH policies, program priorities and regulations.

**Education Requirements:** A Medical doctor degree is required.

### **Evaluations: LANGUAGE:**

Fluency in Speaking/Reading/Writing English is required. (This will be tested.)

Fluency in Speaking/Reading/Writing Vietnamese is required.

### **SKILLS AND ABILITIES:**

Must have:

- Strong oral and written communications skills.
- Strong leadership skills.
- Ability to analyze, understand and discuss new program design, management and implementation approaches.
- Intermediate user level of word processing, spreadsheets and databases.
- Strong skills in interpretation of program monitoring and evaluation data.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** 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.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

[Back to top](#)

## Benefits and Other Info

### Benefits:

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Vietnam may receive a compensation package that may include health, separation, and other benefits.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other Information:** **HIRING PREFERENCE SELECTION PROCESS:** 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 and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following [link](#).

[Back to top](#)

## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Local security or Public trust clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply, visit the Mission internet site at <https://vn.usembassy.gov/embassy-consulate/embassy-consulate-jobs/>

Note: The Embassy Human Resources Office is unable to acknowledge the receipt of your documents due to the high volume of applications received. If you do not receive a notification email from ERA within four weeks of the vacancy announcement's closing day, it is likely that you did not qualify for the position or did not submit a complete package.

**Required Documents:** Please provide the required documentation listed below with your application

### All Applicants:

- Residency and/or Work Permit
- Medical Doctor Degree
- Proof of Citizenship

### Eligible Family Member Applicants:

Copy of Sponsor's Orders/Assignment Notification (or equivalent)  
Proof of Citizenship  
DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)

SF-50 (if applicable) Masters or Equivalent

Medical Doctor Degree

**Next Steps:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information - the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

Thank you for your application and your interest in working at the U.S. Embassy in Hanoi.

[Back to top](#)

**POWERED BY MONSTER™**