

Vietnam

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## Vacancy Details

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### About

**Announcement Number:** HANOI-2022-04 (RA)

**Hiring Agency:** Embassy Hanoi

**Position Title:** Public Health Specialist (NAMRU-2) (All Interested Applicants / All sources))

**Open Period:** 02/16/2023 - 03/02/2023

Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+7

**Series/Grade:** LE - 0550 11




**Salary:** USD \$34,313

**Work Schedule:** Full-time - 40 hours/week Indefinite subject to successful completion of probationary period

**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** • Open to: All Interested Applicants / All Sources

**From the Agency:**  
For USEFM - FP is 04. Actual FP 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 from 45 days to 90 days of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** Yes  
**Relocation Expenses** No  
**Reimbursed:** Not Required  
**Travel Required:**

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## Duties

This is a professional locally employed staff (LE Staff) position that acts as a senior advisor to the U.S. Naval Medical Research Unit TWO (NAMRU-2) Hanoi Director, provides analysis, information, advice, and recommendations reflecting the Vietnamese and U.S. Governments' (USG) positions for achieving and development, initiation, and completion of biomedical research protocols. The position requires the ability to effectively interact with Vietnam's Government, public health institutions, and institutions of higher education on biomedical research and technical advancements. The incumbent must have experience and an extensive knowledge of research strategies and a broad knowledge of U.S. biomedical research requirements. The incumbent must be an expert in the Vietnamese health sector particularly regarding government policy and regulation on biomedical research, development assistance and be accepted within the highest circles of government and research institutions. The incumbent will take the lead in delivering administrative and financial management, budget formulation and development for research projects of the NAMRU-2 Hanoi office and procurement for research operations. The incumbent will manage and oversee the supervision of the NAMRU-2 chauffeur and the Finance and Administration Specialist.

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## Qualifications and Evaluations

**Requirements:** EXPERIENCE: At least five (5) years of progressive responsible experience in any of the following fields: programmatic development and management, public health, or scientific research is required. At least one (1) year of managerial experience is required to include working with budgets.

JOB KNOWLEDGE: Must have:

- An expert knowledge and thorough understanding of the Vietnamese health system.
- Advanced knowledge and understanding of Vietnamese government institutions, policies, laws and regulations to include biomedical research regulations for both human and animal use.
- Knowledge of budget and fiscal, personnel, procurement and contracting, building management, and other administrative procedures.
- Comprehensive knowledge and understanding of the Government of Vietnam's organizational structure to include various ministries previously listed to include their internal operations and staffing structures.

**Education Requirements:** A Master's degree or host country equivalent in health related fields is required. These fields include physician, nurse, pharmacist, and biomedical researcher (microbiologist, virologist, etc.).

**Evaluations:** Post may choose to add the phrase "This may be tested" after a language, skill, and/or ability. Review the VA template for specific information.

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/be:

- Highly developed skill particular in ability to work with Vietnamese institutions and organizations to realize NAMRU-2 objectives. For example, must be able to work with GVN high ranking officials to negotiate bilateral collaborations.
- Able to work under pressure with quick results and responses to issues as they arise.
- Able to work independently without supervision and possess a high level of resourcefulness and initiative when dealing with all levels of contact with various collaborating partners to include defense offices and also as an effective member of a team.
- High proficiency in computer software to include the Microsoft Office Suite (word processing, spreadsheets, databases and presentations).
- Excellent interpersonal and communication (written and verbal) skills are required.

**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.

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## Benefits and Other Info

### Benefits:

**Agency Benefits:** Locally Employed Staff working at the U.S. Mission in Vietnam will receive the following allowances and benefits in addition to the annual basic salary listed above.

#### 1. Allowances:

- Unique Conditions of Work Allowance: 7% of Annual basic salary (subject to review every two years).
- Miscellaneous Benefits Allowance: US\$1,000 per annum for FSN-09 and below, and US\$3,000 per annum for FSN-10 and above.

#### 2. Benefits

- Tet Bonus - one-month basic salary
- Merit Based Compensation - annual salary increase based on performance
- Annual leave - 120 hours per year and the annual leave hours will increase every five years of creditable service according to local labor law
- Sick leave according to local labor law
- Family leave - up to 5 days and other special leave as stipulated in the local labor law
- American and Vietnamese holidays up to 22 days per year
- Contribution to mandatory insurances according to Vietnam's Government law and regulation including social insurance, health insurance and unemployment insurance
- Supplemental Health Insurance that the U.S. Mission covers 90% of the premium for employees and each eligible family member
- Mission cash award for outstanding performance
- Training opportunities abroad, in-country, on-the-job and online sources for professional career development

For EFMs, 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:** For the current COVID-19 Requirements please visit the following [link](#).

**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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

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## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a public clearance.

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

**Required Documents:** In order to qualify based on education, you MUST submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit
- ID
- Master Degree with transcript
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

**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. are posted with the vacancy announcement on the U.S. Mission internet website: <https://vn.usembassy.gov/embassy-consulate/embassy-consulate-jobs/>. You may also contact the Human Resources Office via [HanoiHR@state.gov](mailto:HanoiHR@state.gov) to obtain it.

Thank you for your application and your interest in working at the U.S. Mission in Hanoi, Vietnam

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