

# U.S. Department Of State

## DIPLOMACY IN ACTION

### Vacancy Details

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### About

**Announcement Number:** HANOI-2023-24

**Hiring Agency:** Embassy Hanoi

**Position Title:** Chauffeur (CDC) - All Interested Applicants / All Sources

**Open Period:** 05/04/2023 - 05/18/2023  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+7

**Series/Grade:** LE - 1015 3




**Salary:** USD \$9,437 /Per Year

**Work Schedule:** Full-time - 44 hours per week.

**Promotion Potential:** LE-3

**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 BB. 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 44 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:** No

**Relocation Expenses** **No**

**Reimbursed:** Not Required

**Travel Required:**

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### Duties

The basic function of this position is to use good knowledge of motor vehicle operation and road conditions to provide transportation/driving services to Center for Disease Control and Prevention (CDC)'s Hanoi office and visitors. For the driving services, the incumbent will be required to safely drive staff to meetings, site visits, and functions; coordinate all transportation motorcades of VIP delegations; and handle all vehicle maintenance issues. The incumbent will assist with general office tasks on an as needed and as-available basis including receiving and delivery of mail and parcel items, and photocopying materials/documents.

## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** At least three years of professional driving experience is required.

**JOB KNOWLEDGE:**

Must have a good working knowledge of the city and its environs, including driving routes and traffic patterns.

Must be familiar with the location of hospitals, police and fire stations within the city and its immediate surroundings.

**Education Requirements:** Completion of high school education (Grade 12) is required.

**Evaluations:** **LANGUAGE:**

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

Good working knowledge in speaking/Reading/Writing Vietnamese is required.

**SKILLS AND ABILITIES:**

Must hold a valid Vietnamese driver's license for passenger vehicles (Vietnamese category D driver's license or higher). This skill will be tested.

Must have the ability to read maps and plan driving routes.

Must be able to work as part of a team. Must have good verbal communication skills, and an ability to handle all persons with professionalism and discretion.

Must be able to perform basic vehicle inspection and must possess intermediate level automotive maintenance skills.

Must have basic computer skills to maintain reports and for communication purposes.

**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 - 132 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 21 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. Position description and guidance 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. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

\* Degree not transcript (Grade 12)

\* Driver's license (Level D or higher)

\* Proof of Citizenship (Vietnamese ID or Passport)

**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 or phone.

If you have specific questions, please contact the Human Resources Office via HanoiHR@state.gov or phone: 024-3850-5000 ext: 5127/5136

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

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