

Vietnam

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About

Announcement Number: HANOI-2023-35
Hiring Agency: Embassy Hanoi
Position Title: Warehouse Worker (Truck Driver) (All Interested Applicants)
Open Period: 05/16/2023 - 05/30/2023
Format MM/DD/YYYY
Vacancy Time Zone: GMT+7
Series/Grade: LE - 0805 3
Salary: USD \$8,579 /Per Year
Work Schedule: Full-time - 40 hours per week from Monday to Friday.
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 From the Agency: Open to: All Interested Applicants / All Sources
For USEFM - FP-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 (40 hours per week)

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

Supervisory Position: No
Relocation Expenses Reimbursed: No
Not Required

Duties

Incumbent of this position will be responsible for safely and efficiently operating a U.S. Government-owned or leased trucks, large cargo vehicles or other vehicles. The incumbent will also be responsible for safe handling, transporting and storage of both expendable and non-expendable items. The incumbent will work under the supervision of the Supply Supervisor in the General Services Office.

Qualifications and Evaluations

Requirements: **EXPERIENCE:** At least two (2) years of professional truck or heavy vehicle driving experience is required. In addition to one (1) year of experience in manual labor or warehouse work is required.

JOB KNOWLEDGE:

Good working knowledge of warehouse operations, procedures, U.S. Government safety and security standards.

Good work knowledge of maintenance and efficient usage of warehouse storage space.

Good working knowledge of conducting inventory and stacking of items/equipment.

Knowledge of local traffic laws and regulations. Knowledge of in-country travel routes and areas is required.

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

Evaluations: **LANGUAGE:**

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

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

SKILLS AND ABILITIES: Must have/be able to:

Ability to physically be able to perform loading and unloading. Must be able to handle heavy objects smoothly and efficiently. Must be able to able to lift a maximum of 51 lbs. (23kg) under OSHA standards.

Ability to use warehouse tools and safely operate equipment such as forklifts, hand trolleys, electronic lifters etc.

Diagnose and handle preventive maintenance and first-echelon automotive repairs. Ability to detect vehicle defects and report them immediately to authorities concerned.

Perform assign tasks in all types of weather, and environmental weather conditions to include at times severe cold, extreme heat, wet or dry weather conditions, and high winds.

A valid and legally obtained heavy vehicle driver's license (level C) and good driving skill. (This will be tested.)

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.

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 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 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: 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 are available on 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.

All Applicants:

- Degree
- Driver license (level C)
- Proof of Citizenship

Eligible Family Member Applicants:

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- 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 or phone.

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

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