

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-2023-36  
**Hiring Agency:** Embassy Hanoi  
**Position Title:** Supervisory Administrative Assistant (OBO) - All Interested Applicants / All Sources  
**Open Period:** 05/31/2023 - 06/14/2023  
Format MM/DD/YYYY  
**Vacancy Time Zone:** GMT+7  
**Series/Grade:** LE - 0105 7  
**Salary:** USD \$13,827 /Per Year  
**Work Schedule:** Full-time - 40 hours per week. Definite subject to successful completion of probationary period (3-year fixed-term with an extension possibility)  
**Promotion Potential:** LE-7

**Duty Location(s):** 1 in Hanoi, VM  
**Telework Eligible:** No  
**For More Info:**  HR Section  
 84-24-38505000/ 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 is FP-7. Actual FP salary determined by Washington D.C.  
**Security Clearance Required:** Public Trust - Background Investigation  
**Appointment Type:** Term appt, NTE 3 yrs  
**Appointment Type Details:** Definite subject to successful completion of probationary period (3-year fixed-term with an extension possibility)  
**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. The incumbent will be expected to work some night shifts. Actual work schedule will be designated by supervisor.

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  
No

Relocation Expenses Not Required

Reimbursed:

Travel Required: Duties

[Back to top](#)

The Supervisory Administrative Assistant provides a wide range of administrative assistance to the Overseas Buildings Operations (OBO) Project Director (PD) and other OBO management staff (M/OBO) in support of the New Embassy Compound (NEC). Incumbent is responsible to the OBO PD for administrative management of OBO's resources and activities, including but not limited to, finance and budget, procurement and supplies, information technology and systems, shipping and travel, human resources and personnel, and housing and furnishings needs.

[Back to top](#)

## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** Minimum three years of office administration and management work experience, including at least one year in construction or engineering industry environment either on a jobsite or in an office setting, is required.

**JOB KNOWLEDGE:** Must have:

Thorough knowledge of office management functions, service, procedures and standard information sources is required.

Knowledge of customs and shipping procedures for inbound and outbound shipments as well as means of expediting shipments that arrive in country; working knowledge of permitting activities, etc. is required.

Basic accounting principles is required.

**Education Requirements:** Completion of two years of post-secondary education is required. (Completion of two years of vocational training or college studies is required).

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

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

Fluent in Speaking/Reading/Writing Vietnamese is required.

**SKILLS AND ABILITIES:**

Good working knowledge of computer systems and programs used to support administrative and cost control functions like Microsoft Office Suite (Outlook, Excel, Word, etc.) is required.

Must have excellent interpersonal and organizational skills.

Must be skilled in managing an office budget.

**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 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 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:** 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](#).

[Back to top](#)

## 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. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

\* Degree

\* Proof of Citizenship

**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.

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.

[Back to top](#)

**POWERED BY MONSTER®**