

Vietnam

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About

Announcement Number: HANOI-2024-09

Hiring Agency: Embassy Hanoi

Position Title: Public Health Specialist (Field Epidemiology Training Program) (All Interested Applicants / All Sources)

Open Period: 04/24/2024 - 05/15/2024
Format MM/DD/YYYY

Vacancy Time Zone: GMT+7

Series/Grade: LE - 0550 11

Salary: USD \$36,139 /Per Year

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

Promotion Potential: LE-11

Duty Location(s):
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 is 4. 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, Monday to Friday, 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: No

Relocation Expenses Reimbursed: No

Travel Required: Occasional Travel

The incumbent may be required to travel throughout Vietnam to support CDC's projects.

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Duties

The position holder will serve as the Public Health Specialist for the Field Epidemiology Training Program (FETP) program of the Centers for Disease Control and Prevention (CDC) office at the U.S. Embassy in Hanoi, Vietnam. The FETP is an international collaboration that operates in numerous countries around the world. The FETP was launched in Vietnam with the first class in 2009, in partnership with the World Health Organization (WHO), and is currently conducting training for its 21st cohort of fellows with more than 400 graduates of the program continuing to work for the Government of Vietnam.

Under the supervision and management of the Workforce Development (WFD) Team Lead, the position holder will be a key advisor to the Vietnam Ministry of Health (MOH) for the administrative, fiscal, and technical oversight of FETP program activities. In addition, the position holder will play an essential role as an advisor in training and mentoring young physicians with the Vietnam Ministry of Health (MOH) in epidemiology, biostatistics, program reporting, outbreak investigation and related areas in the conduct of the FETP program. The position holder will also represent CDC on FETP issues in meetings with the Government of Vietnam and with international experts and provides implementation guidance and technical support and evaluation to Vietnam counterparts funded by CDC. The position holder will be responsible for developing and operationalizing strategies for the CDC FETP agenda and will coordinate closely with all involved U.S. and international stakeholders. The position holder’s primary responsibilities will be focused on the management and oversight of all aspects of the development of FETP activities, as related to information systems and other operational responsibilities, including site visits, data collection, coordination of training and study materials, monitoring, and quality assurance. The position holder will play an important technical advisory role to the MOH and implementing partners for day-to-day program and administrative management, coordination and collaboration activities with other in-country U.S. agencies to ensure that during FETP project implementation, all parties fully participate in and agree on the mechanisms and procedures established to address program strategic objectives, and U.S. and host government national and international public health standards and best practices. The administrative, technical advisory and managerial roles require public health leadership, evidence-based and results-oriented analysis, advocacy and capacity building, and constant and clear communication with the Ministry of Health, other host government ministries, implementing partners, and non-governmental organizations (NGOs). The position holder will also represent CDC Vietnam on FETP issues at technical, policy and strategic planning meetings, as well as in meetings with collaborators and donor agencies.

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Qualifications and Evaluations

Requirements:

EXPERIENCE: A minimum of five years’ experience working in epidemiology and disease surveillance with the MOH, Ministry of Agriculture and Rural Development (MARD) or other public health programs and organizations, and a familiarity with USG agencies or international organizations, including WHO, Food and Agriculture Organization (FAO), World Organization for Animal Health (OIE), or international NGOs is required. Also, experience in developing, implementing and evaluating public health programs and coordination with international agencies or implementing partners is required.

JOB KNOWLEDGE:

In order to support the host government and implementing partners in the development and strengthening of effective FETP program activities, solid knowledge of public health foundations is required. This includes a good understanding of current infectious disease issues, disease surveillance and reporting, laboratory systems and information systems, and clinical care and treatment.

A good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities is required.

Education Requirements:

An MD, PhD in epidemiology, public health, biological sciences or laboratory sciences, or Doctor of Veterinary Medicine (DVM) degree, or international equivalent 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: Must have:

Good program management and systems analytical skills and be able to communicate issues and developments both orally and in writing. It is critical to maintain effective, sustainable working relationships with national and international working partners and to accomplish reporting requirements.

Good managerial skills are required to operate independently with limited direct supervision of day-to-day activities and to lead results-driven project teams and workgroups.

Ability to analyze, understand and discuss data, program and systems design and revision, and management and implementation approaches is required. (This will be tested)

Intermediate user-level of word processing, spreadsheets and databases is required.

Strong skills in the interpretation of program monitoring and evaluation data are required, including the ability to understand and synthesize numerical 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.

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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 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](#).

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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/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.

* MD/PhD degree

* Proof of Citizenship

Eligible Family Member Applicants:

* Copy of Sponsor's Orders/Assignment Notification (or equivalent)

* Copy of passport

* 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.

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/job-opportunities-in-hanoi/>. You may also contact the Human Resources Office via HanoiHR@state.gov to obtain it.

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

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