

## U.S. Mission Vietnam – U.S. Consulate General in Ho Chi Minh City

VACANCY ANNOUNCEMENT NUMBER: HCM 17/27

Applicants who respond to Vacancy Announcement Number HCM 17/16 need not re-apply

**OPEN TO:** All Interested Candidates / All Sources  
**POSITION:** USAID Development Assistance Specialist (HIV/AIDS)  
**OPENING DATE:** July 14, 2017  
**CLOSING DATE:** July 28, 2017  
**WORK HOURS:** Full-time, 40 hours/week  
**ANNUAL SALARY:** Ordinarily Resident (OR): FSN-11; US\$26,739.00 (Starting salary)  
Not-Ordinarily Resident (NOR): FP-4\*; US\$65,117.00 (Starting Salary)  
\*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Vietnam – U.S. Consulate General in Ho Chi Minh City is seeking eligible and qualified applicants for the position of USAID Development Assistance Specialist (HIV/AIDS) in the United States Agency for International Development/Vietnam (USAID/Vietnam) Ho Chi Minh City Office.

*NOTE: Due to the high volume of applications received, we will only contact applicants who are qualified and will be invited for further testing and/or interview. Thank you for your understanding*

### BASIC FUNCTIONS OF THE POSITION

The incumbent of this position will serve as the HIV/AIDS Care and Treatment Specialist and provide technical assistance and leadership on HIV care and treatment issues. The incumbent will facilitate coordination and communication among various USG agencies and key partners involved in HIV care and treatment. The incumbent's duties/responsibilities will involve full assistance in consultative, advisory, monitoring, management, data collection and analysis, and evaluative aspects within the HIV/AIDS care and treatment area.

The incumbent will collaborate and coordinate with other USG agencies involved in care and treatment, the donor community, the national governmental and implementing partners on HIV care and treatment issues. S/he will coordinate meetings, assist in monitoring programs on field visits, assist in evaluation of programs, provide technical insight, recommend solutions, and report on USAID-financed HIV/AIDS care and treatment activities.

### QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** A bachelor's degree in a public health related field such as medicine, nursing, health sciences and administration is required.
- 2. EXPERIENCE:** Must have a minimum of five (5) years in progressively more responsible positions in the field of public health and development with at least three (3) years in oversight, design and implementation of care and treatment programs. Prior work experience with the U.S. Government, international organization, donor organization, or Government of Vietnam is required. HIV treatment background and experience in program management is required.
- 3. LANGUAGE:** Level 4 (Fluent) Speaking/Reading/Writing of English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing of Vietnamese is required.

4. **SKILLS AND ABILITIES:** Must have 1) strong oral and written communications skills; 2) strong skills with interpretation of program monitoring and evaluation of data; 3) ability to analyze, understand and discuss new program design, management and implementation approaches which includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports; 4) ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners; 5) ability to exercise considerable ingenuity and tact in applying guidelines to unique and different settings; and 6) considerable innovation to influence other collaborative organizations engaged in substance abuse and HIV/AIDS care & treatment programs to adopt appropriate strategies for their program activities. Intermediate user level of word processing, spreadsheets and databases is required.
5. **JOB KNOWLEDGE:** Must have 1) a comprehensive knowledge of the concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment and support programs; 2) knowledge and understanding of the Vietnamese Public Medical and Social Health Systems and the appropriate government and non-government entities; and 3) good understanding of education on sexual health and human rights as well as policy and advocacy issues.

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-ho-chi-minh-city/>.

#### **HIRING PREFERENCE SELECTION PROCESS**

When qualified, 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\*\*

\* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY:** Applicants **must** submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. The Consulate does not accept applications via online recruitment websites without DS-174 form.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website <https://vn.usembassy.gov/embassy-consulates/jobs/job-opportunities-in-ho-chi-minh-city/>

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

## WHERE TO APPLY:

Management Office

E-mail Address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix (DEFINITIONS)

**Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**

- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH)**: An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.