



# Vacancy Announcement

**U.S. Mission** Vientiane  
**Announcement Number:** Vientiane-2020-016-S  
**Position Title:** **Commercial and Economic Assistant, FSN-9**  
**Opening Period:** 09/18/2020 - 10/01/2020  
**Series/Grade:** **FSN-1510-9**

**For More Info:** Human Resources Office  
Mailing Address: U.S. Embassy, Vientiane  
Thadeua Road, Somvang Tai Village  
PO Box 114, Vientiane, Laos  
Telephone: 856-21-487000  
E-mail Address: [VientianeHRHiring@state.gov](mailto:VientianeHRHiring@state.gov)

**Who May Apply:** All Interested Candidates

**Other Criteria:**

1. Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible to apply. This does not apply when your current hiring mechanism is while actually employed (WAE), TEMP or the work schedule is intermittent or irregular.
2. Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing. NOTE: This does NOT apply if your offer is for a WAE position.
3. Candidates must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**Security Clearance Required:** **Security Certification-Background Investigation**

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees before you apply.](#)

**Summary:** The U.S. Mission in Vientiane is seeking eligible and qualified applicants for the position of Commercial and Economic Assistant in the Political/Economic Section.

**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 time (8 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The position is the senior economic locally employed staff member and tracks and reports upon economic developments in Laos. As the sole locally employed staff member with a commercial portfolio

at post, the employee is also responsible for researching Lao market information, assisting U.S. exporters and investors, drafting routine commercial correspondence and reporting, and developing ways to promote U.S. exports in Laos. The employee maintains senior-level contacts in many government ministries, businesses, and other organizations, and maintains a commercial contacts database.

## **QUALIFICATIONS AND EVALUATIONS**

**EDUCATION:** Completion of high school and at least 2 years of full-time study at college or university is required.

**EXPERIENCE:** Five to seven years of increasing responsibility working in economics, trade, international affairs, or business are required.

**LANGUAGE:** Fluent in English and Lao (Level IV), written and spoken, is required. Fluent knowledge of written and spoken English (Level IV) is required. (this may be tested)

**QUALIFICATIONS:** All applicants under consideration will be required to pass medical and security certifications.

**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.

### **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"), 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: <https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

**How to Apply:** All candidates must be able to obtain and hold a **Medical and Security clearance**. Applicants must submit a Universal Application for Employment (DS-174) which can be found on [our website: https://la.usembassy.gov/embassy/jobs/](https://la.usembassy.gov/embassy/jobs/)

To apply for this position, applicants should electronically (or hardcopy) submit the documents listed below

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent)
- Copy of college transcript to prove two years of college
- Language Scores (if available)
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)
- Letter(s) of recommendation (if available)
- List of references (if available)

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission Vientiane.