

Vacancy Announcement



U.S. Mission Vientiane
Announcement Number: Vientiane-2020-019
Position Title: **Human Resources Assistant, FSN-7 (Temporary)**
Opening Period: 10/09/2020 - 10/16/2020
Series/Grade: **FSN-0305-7**

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

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**

Duration Appointment: Temporary appointments for **four months** with the possibility to be extended.

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 Human Resources Assistant in the Human Resources Office, Management 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 incumbent is the primary person at post responsible for all of the HR services required by Mission Vientiane's agencies, including supporting the 300+ Locally Employed Staff and 30+ Eligible Family Members. He/She is in charge of all personnel services and actions in the Department of States's HR systems. Handles the Mission-wide LE Staff Performance Management Program.

He/She acts as post Main timekeeper and payroll Liaison coordinating with regional **payroll** center on time and attendance reports and on payroll issues on a routine basis. He/she serves as the alternate position classification advisor. The position serves as backup to the senior Human Resources Assistant (FSN-9).

QUALIFICATIONS AND EVALUATIONS

EDUCATION: A University/College studies of two-years is required.

EXPERIENCE: At least three years of HR related or administrative experience is required.

LANGUAGE: Level III English (speaking and writing) and Level IV (Fluent) speaking, reading, writing Lao ability is required. These 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.