



The Vietnam Education Foundation (VEF) is an independent U.S. Federal Government agency created by the U.S. Congress in 2000 and funded annually by the U.S. Government through 2018. The mission of VEF is to strengthen the bilateral relationship between the United States and Vietnam by focusing on educational exchanges in the sciences (natural, physical, and environmental), engineering, mathematics, medicine, and technology (including information technology).

VEF is currently recruiting a **Program Assistant** to join the VEF team based in Hanoi.

*The following description serves as a brief summary. PLEASE READ the detailed job description that lists the specific duties, responsibilities, qualifications, and requirements for the position at the VEF website ([www.vef.gov](http://www.vef.gov)) under **Employment**.*

### **PROGRAM ASSISTANT**

The Program Assistant (PA) is an integral member of the VEF Program Team in Hanoi and is in charge of supporting all activities related to the Fellowship, Visiting Scholar, and U.S. Faculty Scholar Programs as well as activities related to the VEF Alumni, all of which are known as VEF Programs. S/he reports directly to the Program Manager (PM) in the VEF Hanoi office and receives overall supervision from the VEF Country Director (CD). On designated activities of the Fellowship, Visiting Scholar, U.S. Faculty Scholar, and Alumni Programs, s/he works closely with the Senior Program Officer and/or with the Program Associate, based in the U.S. office. To inform the administration of the Hanoi office on activities, the PA keeps the PM and the CD copied on all emails and reviews matters with the CD in the absence of the PM. The PA is a member of the Hanoi Program Team consisting of two PAs and the PM. Each PA serves to back up the other PA.

### **APPLICATION PROCEDURE**

*DEADLINE FOR RECEIPT OF APPLICATIONS:*

**MONDAY, AUGUST 8, 2011**

Please send by mail or by email, which is our preferred mode of receipt: 1) a cover letter in English, indicating the position you are applying for and specifying how you meet the qualifications (as stated in the online job description); and 2) your resume in English with your full contact information, including an email address, to the following **TWO** addresses:

- 1. TalentNet Corporation**  
**Unit 506, International Center Building, 17 Ngo Quyen, Hanoi**  
**Email: [nguyen.t.hai.yen@talentnet.vn](mailto:nguyen.t.hai.yen@talentnet.vn)**

**2. Vietnam Education Foundation**  
**Room 502, Hanoi Towers, 49 Hai Ba Trung, Hanoi**  
**Email: [recruitment@vef.gov](mailto:recruitment@vef.gov)**

*(Please indicate "VEF" and the title of the position for which you are applying on the envelope or in the Subject line of the email.)*

Date of hire: **Immediate**

Salary: **Based on experience and qualifications**

No follow-up phone calls or inquiries to VEF please.

**The position will remain open until filled.**

If you are selected for a face-to-face interview, you will be required to provide VEF with copies in English of your university transcripts, a statement on your salary expectations, and three letters of recommendation that describe your professional qualifications. For the interview, you are required to give a 15-minute power point presentation on how you meet the qualifications and how you intend to carry out the duties of this position. As part of the interview process, you will also be asked to write a brief, spontaneous essay in English on a topic presented to you on the day of the interview.

**THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.**