VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11/116

OPEN TO: All Interested Candidates/All Sources
(Length of Hire: Not to Exceed 12 Months from Date of Hire)

POSITION: Clinical Trials Intake Officer, FSN-5/FP-9

OPENING DATE: October 28, 2011

CLOSING DATE: November 11, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: P67,316 p.a. (Starting salary)

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

The Centers for Disease Control (CDC/BOTUSA) is seeking 2 individuals (1 Gaborone; 1 Francistown) for the position of Clinical Trials Intake Officer.

BASIC FUNCTION OF POSITION

Incumbent will serves as primary contact for clinical trial sites, including: conduct of pre-screening and registration of potential research participants, maintenance of participant and staff scheduling calendars, and coordination of drivers and transportation.

1. A copy of the complete position description listing all duties and responsibilities is available in our internet site http://botswana.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED

--Successful completion of senior secondary school and "A" level examinations is required
--Two years work experience in government or private employment in a public contact position is required
--English and Setswana Level 3 (Good working Knowledge) is required
--Must be knowledgeable about HIV/AIDS and must have excellent knowledge of the local area (Francistown or Gaborone) and familiarity with local people and customs
--Basic use of computers, especially spreadsheets/databases and word processing software

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (U.S. EFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinary Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application. **Failure to do so will result in an incomplete application**.

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. If an applicant is submitting a resume or curriculum vitae, **s/he must provide the following information equal to what is found on the UAE.**

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (if known)
D. Dates Available for Work
E. First, Middle, & Last Names as well as any other names used
F. Date and Place of Birth
G. Current Address, Day, Evening, and Cell phone numbers
H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

I. U.S. Social Security Number and/or Identification Number
J. Eligibility to work in the country (Yes or No)
K. Special Accommodations the Mission needs to provide
L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
M. Days available to work
N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
O. U.S. Eligible Family Member and Veterans Hiring Preference
P. Education
Q. License, Skills, Training, Membership, & Recognition
R. Language Skills
S. Work Experience
T. References

SUBMIT APPLICATION TO:

Human Resources Assistant
American Embassy
P.O. Box 90
Gaborone (or hand deliver)
Or email: HROGaborone@state.gov

POINT OF CONTACT

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CLOSING DATE FOR THIS POSITION: November 11, 2011

The US Mission in Gaborone 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.