



## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 11/123**

**OPEN TO:** All Interested Candidates/All Sources  
(Length of Hire: Not to exceed 3 years from Date of Hire)

**POSITION:** Research Nurse  
FSN-08/FP-6

**OPENING DATE:** November 23, 2011

**CLOSING DATE:** December 14, 2011  
**(Interviews will be held early January 2012)**

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** P139,390 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) in Gaborone under TB Program is seeking an individual for the position of Research Nurse

**BASIC FUNCTION OF POSITION:**

Incumbent serves as Nurse for the Centers for Disease Control and Prevention's (BOTSUA project's TB/HIV Research in various sites throughout Botswana for research

to help control the TB/HIV epidemics; job holder assures consistent and proper delivery of good infection control practices; job holder participates in project by collecting, updating, reviewing and assessing data for TB/HIV studies in Botswana.

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](http://botswana.usembassy.gov/job_opportunities.html)

### **QUALIFICATIONS REQUIRED:**

- Completion of an associate degree program or equivalent program (minimum 2 years) in a school of professional nursing approved by the legally designated agency in host country.
- Three years clinical experience with progressive responsibility that includes direct patient care and coordinating clinical programs.
- Level III English (Good Working Knowledge) Speaking/Reading/Writing. Level II Setswana (Good Working Knowledge) Speaking.
- Must possess professional knowledge of a wide range of nursing concepts, principles, and practices to perform highly specialized nursing assignments as well as knowledge of anatomy, physiology, pathology, and pharmacology .A thorough knowledge of TB/HIV clinical issues and relevant testing and treatment guidelines
- Must possess or be able to obtain registration as a professional nurse in Botswana.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) 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 EFM's 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 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

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. **FAILURE TO DO SO WILL RESULT IN AN INCOMPLETE APPLICATION.**

- 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](mailto:HROGaborone@state.gov)

## **POINT OF CONTACT**

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## **CLOSING DATE FOR THIS POSITION: December 14, 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.