

ANNOUNCEMENT NUMBER: 011-006

OPEN TO: All Interested Candidates, Foreign Service Nationals

POSITION: Medical Administrative Clerk, FSN-7

OPENING DATE: 3 January, 2011

CLOSING DATE: 28 January, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident: US\$ 25,593 p.a. (Starting salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Permanent Position

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

The U.S. Embassy in Luanda is seeking individuals for the position of Administrative clerk for the Medical unit of the US Embassy.

BASIC FUNCTION OF POSITION

The basic function of this position is to perform administrative functions and provide logistical support to the Foreign Service Health Practitioner (FSHP) and medical unit.

Administers Health Unit activities in Luanda. Provides administrative support to the FSHP. Assists in surveying medical facilities, physicians and testing services available in Luanda. Assist in procurement of medical/Lab supplies and equipment. Will be primary liaison with local medical facilities/administration. Will develop and maintain contacts at local medical facilities for access and quality medical service for the American and locally engaged (LE) staff community. Will review all medical bills submitted to Embassy. Assist in planning schedules for Driver's fitness exams and pre employment medical exams for LEs staff in Health Unit. Provides administrative assistance for medical evacuations overseas. Serves as informal interpreter and translates basic medical material in to Portuguese for LE staff. Prepares updates for Health Unit Medical information booklet and Embassy manuals.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222 64 11 61 or 222 64 12 84.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **REQUIRED EDUCATION**: Completion of High School plus 2 years of college (14 years.) education.
2. **REQUIRED WORK EXPERIENCE**: Minimum 3 years practical and progressively responsible experience administrative support activities.
3. **REQUIRED LANGUAGES**— Level III (fluent) English and VI Portuguese is required.
4. **OTHER REQUIRED SKILLS/ABILITIES**: Proficiency in computer operations of Word Processing, Spread Sheets. DOS-M/MED procedures, FAM regulations. Ability to develop and maintain an extensive range of mid level contacts in the local medical community. Ability to communicate with people, as a customer services provider, interact with patients and employees in a helpful and polite manner. Ability to work under constant pressure and make decisions in emergency situations. Ability to handle multiple tasks at the same time. Ability to maintain patient confidentiality. Must strictly adhere to medical confidentiality parameters.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or

2. A current resume or curriculum vitae that provides the same information as an OF-612;
plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Administrative Officer
American Embassy Luanda
Attention: Maureen Yates or Olga Campos
Av Presidente Houari Boumediene, No. 32, Luanda
Or email to HROLuanda@state.gov

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222 641 161
FAX: 222 641 095
HROLuanda@state.gov

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safe havenabroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 28 January, 2011

The US Mission in Angola 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.

Maureen Yates
Human Resources Officer