

**ANNOUNCEMENT NUMBER: 10-034– TRAINING
/DEVELOPMENTAL LEVEL**

OPEN TO: All Interested Candidates

POSITION: Registered Professional Nurse FSN-510-8; FP-6

OPENING DATE: 29 October, 2010

CLOSING DATE: 12 November, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

*Ordinarily Resident: US\$ 35,191 p.a. (Starting salary)
(Position Grade: FSN-8)

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 Registered Nurse Professional.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Foreign Service Medical Officer at post. Maintains logs and /or databases within Federal Requirements for record-keeping . Develops and maintains liaison with local providers and facilities by establishing effective professional medical relationships with local physicians and health care facilities in order to negotiate and maximize access to the outside facilities, coordinate care, and resolve conflicts. Acts as the patient advocate to gain full access the local health care system. Maintains familiarity and medical rapport with the local health professionals. Develops and maintains a referral list. Expedites employee access to and dealing with local health facilities. Prepares patients for, and assists with, outside examinations and treatments. In coordination with the RMO and/or FSHP assesses level and quality of care at clinics, laboratories, blood banks, hospitals and individual physicians.

In the absence of the FS Health Practitioner, or in an emergency, the incumbent may provide a range of registered nursing health care services, including the rendering of first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through

physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO, FSHP or LE Staff medical provider.

QUALIFICATIONS REQUIRED

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

1. **REQUIRED EDUCATION:** Registered Nursing Degree or host country equivalent in Professional nursing or medicine.
2. **REQUIRED WORK EXPERIENCE:** 3-5 years of mid level medical, occupational or public health experience. Two additional years of managerial or administrative experience is required.
3. **REQUIRED LANGUAGES:** Level III English and IV Portuguese (spoken, reading and writing) are required.
4. **REQUIRED JOB KNOWLEDGE:** Familiarity with medical terminology. Knowledge and familiarity with host country medical structure.
5. **REQUIRED SKILLS AND ABILITIES:** Excellent oral and written communications skills to develop and maintain effective, sustainable working relationships with national and international health partners are required. Mid level training in Word, Windows, Outlook and Excel. Strong interpersonal skills and a client-oriented disposition.

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. Current employees serving a probationary period are not eligible to apply.
3. 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.
4. 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.

5. The candidate must go through background investigations.

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: Deborah Esteves
Av Presidente Houari Boumediene, No. 32, Luanda

POINT OF CONTACT

Human Resources Office
Attention: Olga Campos
Telephone: 222641161
FAX: 222641232

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 who 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 safehaven abroad; 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: 12 November 2010

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