



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 13 – 058

- OPEN TO:** U.S. Citizen Eligible Family Members (AEFMs), U.S. Citizen Members of Household (MOH) – All Agencies; & U.S. Citizen Not-Ordinarily Residents (NORs).
- POSITION:** Registered Nurse, FP-05
(Part-Time Position will be available from January 2014)
- OPENING DATE:** December 05, 2013
- CLOSING DATE:** Open Until Filled
- WORK HOURS:** Part-time; 20 Hours/5 days per week

NOTE: Only U.S. Citizen Eligible Family Members (AEFM as defined below) or U.S. Citizen Members of Household (MOH as defined below) of U.S. Government Employees assigned to the Mission under Chief of Mission Authority or U.S. Citizen Not Ordinarily Residents (NOR as defined below) are eligible for consideration. A U.S. citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM Authority does have to be officially assigned to Post.

The U.S. Embassy in Dhaka is seeking applications from U.S. Citizen Eligible Family Member (AEFM), U.S. Citizen Members of Household (MOH) & U.S.



Citizen Not- Ordinarily Residents (NORs) for employment in country for the position of **Registered Nurse** in the Embassy Health Unit (HU).

BASIC FUNCTION: This position functions as the Post's Nurse. The incumbent will serve as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Regional Medical Officer (RMO). The position will provide the full range of professional nursing services to American Staff.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Responsible for the Health Orientation of New Arrivals: Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries; Orientation to public health risks and preventive health behaviors; Assess family health and immunization needs; Describe services provided by the health unit and various roles of health care personnel; Orientation to the local health care system; Distribute a copy of the Health and Medical Information Booklet to all new employees and Complete age appropriate health promotion reviews.

B. Coordinate Medical Clearance Examinations: Prepare cables for fund cite requests; Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram); Request consultations and additional studies to complete the clearance evaluation; Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO or FSHP; Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam; Review completed clearance exams for thoroughness and scan/e-mail to Medical Clearance Office in Washington, D.C.; Package and ship lab specimens to MED lab as necessary.

C. Coordinate Medical Evacuations: Arrange MedEvacs through FSHP/RMO and in coordination with MED/Foreign Programs, Singapore, or other Regional Medical Evacuation Site; Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding; Coordinate requests for specialty appointments with MED/Washington or overseas MedEvac Site; Collaborate with Embassy Administrative office to coordinate medical evacuations; Request fund cites from MED or appropriate agency; Liaison between local providers and MED during emergency evacuations; Assist patient with medical services access in interval prior to evacuation; Accompany patient as a medical attendant as needed.



D. Coordinate local hospitalizations of Foreign Service personnel: Initiate Form DS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations; Request fund cites from MED or appropriate agency; Conduct regular visits to assess the course of care while hospitalized; Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

E. Maintain an Immunization Clinic for Routine and Travel

Immunizations: Assess each new patient's immunization needs and make Recommendations; Follow CDC and ACIP guidelines for immunization of adults and children; Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines; Budget, order, and rotate vaccine stock; Knowledge of recommended immunization schedules and management/reporting of adverse events.

F. Serves as point of contact for Regional Medical Officers/Foreign

Service Health Practitioners and Office of Medical Services: Control Officer for regional medical visits of MED staff; Coordinates transmission of medication prescriptions with RMO/FSHP; Regular communication by phone and E-mail with RMO/FSHP/MED.

G. Maintains an occupational health clinic during assigned work hours:

Maintains custody and proper internal controls for the Health Unit; This includes ordering and inventory control of medical supplies and medications; Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LE Staff, any eligible beneficiary); or Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings; Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage. Maintains an overseas medical record (paper or electronic) of all employee visits to the HU; Dispenses medications according to protocols approved by the RMO; Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate; Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided; Provides follow-up care to patients once discharged from the hospital; Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received; Perform periodic sanitation inspections as directed by the RMO or Admin; Test and maintain emergency equipment and safe haven materials in coordination with RSO. Conduct workplace health and safety surveys with the POSHO; Maintain accident log/accident reporting per MED/SHEM guidelines.



H. Maintains current working knowledge and relationship with the local providers and facilities: Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years; Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities; Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts; Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and post management; Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED; and communicates regularly with the post medical advisor.

I. Must be available outside of normal embassy working hours: Participates in Embassy medical duty call rotation as appropriate; Responds to urgent telephone requests for medical information from the duty officer during off-duty hours; May be required to travel as a medical attendant during a medical evacuation; Attends continuing medical education conferences held outside of country as scheduled; May be required to make hospital visits during off-duty hours to monitor an individual's care; Available to respond to the embassy on an emergency basis; Available to accompany health unit patients to local hospital emergency department, and to participate in attending to patients during local inpatient hospital stay.

J. Reporting requirements: Monthly Statistics Report for Washington, and in conjunction with RMO or FSHP provides input to Post Medical Capability Database, Annual Post Health and Safety Report, Annual Update of Health and Medical Information Guide with distribution to MED and Maintains or contributes to an Accident Report Log.

K. Health Promotion Program: Writes health promotion/education articles for the embassy newsletter; Provides health promotion and safety activities at the embassy; Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control; Documents health promotion activities on DOS health promotions flow sheet.

L. Additional Administrative Duties: Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM); May serve (as appropriate) as Alcohol/Drug Abuse Counselor for post and/or be a member of the Family Advocacy Program. Serves on other committees as appointed; Maintains written or electronic record of policies and



procedures for the health unit; Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary; Other duties and training as assigned by Admin or the RMO.

QUALIFICATIONS REQUIRED:

- 1) Education:** Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.
- 2) Experience:** At least one year of hospital or outpatient nursing is required.
- 3) Language:** Level IV (Fluency) in written & spoken English.
- 4) Knowledge:** The ability to administer adult and pediatric immunization program according to current CDC standards is required. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Must be familiar with American Nursing standards of care.
- 5) Skills & Abilities:** The position requires strong interpersonal skills and a client-oriented disposition. Must be able to perform basic word processing on the computer.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. 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 above required qualifications in his/her application.
4. Currently employed NORs (Not-Ordinarily Resident) 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 on a When Actually Employed (WAE) work schedule.



5. The candidate must be able to obtain and hold an appropriate level of (Secret) security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, “Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member”. You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America,
Madani Avenue, Baridhara, Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant
Telephone: 885-5500 EXT: 2217 & 2521
FAX: 9887825. E-mail: DhakaHR@state.gov

DEFINITION:

1. **Appointment Eligible Family Member (AEFM):** EFM eligible for a Family Member Appointment for purposes of Mission employment:



- Is a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

2. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member.

3. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).



NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

CLOSING DATE FOR THIS POSITION: Open Until Filled.

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.

Cleared by:

HRO: x

MED: x

FMO: x

MGT: x