



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER - 14 - 021

- OPEN TO:** All Interested Candidates/All Sources
- POSITION:** Secretary, FSN-7; FP-7
(Salary approx. Tk. 48,000 per month)
- OPENING DATE:** April 3, 2014
- CLOSING DATE:** April 17, 2014 (before 4:30 p.m.)
- WORK HOURS:** Full-time; 40 Hours/5 days per week

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

The U.S. Embassy in Bangladesh is seeking applications for the position of **Secretary** to the Health Unit (HU).

BASIC FUNCTION: The incumbent serves as the Office Manager and is responsible for managing all administrative functions required for the efficient operation of the Health Unit. S/he serves as the first line of contact at the post Health Unit and receives the patient personally. Acts as a liaison between the Health Unit and the patient, medical facilities and local medical consultants. Oversees the formulation of clinic budget and coordinates with both Regional Medical Officer (RMO) and Financial Management Officer (FMO). Serves as the personal assistant to the RMO,



prepares all official correspondence for RMO's signature and arranges delivery of correspondence. Contacts local vendor, collects price quotation and negotiates before purchasing items for the Health Unit. Makes appointments for local and overseas hospitals and coordinates Medical Evacuations.

MAJOR DUTIES AND RESPONSIBILITIES:

a. OFFICE MANAGEMENT WORKS:

Ensures that the overall administrative functions of the Health Unit are performed in a smooth and appropriate manner.

Receives the patient personally at the Health Unit; receives and screens telephone calls and responds to inquires with utmost tact and care. Acts as a liaison between the Health Unit and the patient, medical facilities and local medical consultants.

Organizes all large and small programs and events initiated by the Health Unit such as flu vaccination program, FSN Health screening program, blood drive program, Walk-to-Katmandu program etc. The process involves coordinating with different offices of the Embassy. Organizes weekly medical team meeting, maintains the Health Unit medical records system in accordance with Medical Department Guidelines and maintaining patient confidentiality at all time.

Prepares the Health Unit Time & Attendance report and submits Screens, routes, and files all correspondence for the Health Unit. Updates Health Unit manual per RMO's instruction. Prepares items for printing as needed (business cards, banners for events, etc.) Prepares the Health quarterly post ICASS report. Post Health Unit Membership Report to appropriate offices for approval. Works with local Registered Nurse (RN) to prepare monthly Statistical report to MED/Washington.

Drafts country clearance cable for RMO for Katmandu visits. Coordinates with travel for itinerary; with MED/Washington fund cite for quarterly visit through cable; with Financial Management office (FMO) to return obligated funds to MED/Washington before new fiscal year. In absence of Foreign Service Health Practitioner in Katmandu, drafts cable for Katmandu per RMO's instruction. Prepares travel authorization for RMO's visit and submit to FMO with necessary receipts.



b. ADMINISTRATIVE WORKS:

Serves as personal assistant to the Regional Medical Officer. Prepares all official correspondence for RMO's signature and arranges for appropriate delivery of correspondence. Handles Prescription Form: This process involves coordinating with the patient to collect Subscriber names, insurance company's name, medicine-name, quantity, mailing address etc. Obtains signature from RMO and fax to the United States.

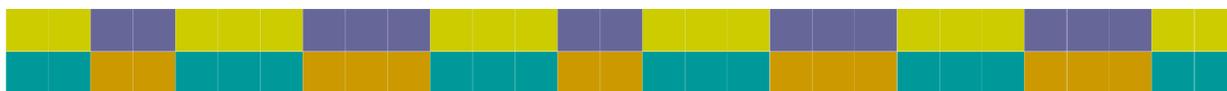
Arranges and sets up appointments for the Embassy American employees including all necessary tests and consultations at the hospitals where the Embassy has established agreements. With RN, monitors and tracks the medical supply ordering system used by the Health Unit. This involves close liaison with other offices of the Embassy and the vendors. Orders from both overseas and local sources for medical supplies and medical equipment. Compiles and enters daily information regarding all medical encounters into office billing and patient tracking software system for Monthly Statistical Report to MED/Washington.

Coordinates Medical Evacuations: Drafts evacuation cables for appointment with MED/Washington and Singapore. Prepares DS-3067 Authorization for Medical Care Form and ensures that appropriate fiscal data and signatures are obtained from the necessary agency Management Officer. Assists with travel reservations and airport transportation for patient requiring emergency medical evacuation. Contacts SOS in Singapore for emergency medevac.

Coordinates medical clearance examination: Prepares cables for fund cites and appointment requests for special tests required by Washington. Schedules medical appointment, lab, and other tests as required by RMO. Assembles the final clearance package and ensures that it is properly filed and scanned to medical records. Checks clearance status for employees from online MED/Washington.

c. SPECIAL WORKS:

In absence of laboratory technician, collects laboratory samples and money to do laboratory tests (in local facilities) regularly. Overseas appointment: independently makes appointments for patients in Bangkok and Singapore hospitals. Assists with non-medical attendee's accommodation in overseas medevac site etc.



Updates local consultant database for patient referrals. Creates an Excel database program with names/specialties/addresses and phone numbers. Regularly updates contact telephone and addresses in the database for patient referrals. Responsible for the Health Unit guest list for any event such as reception for RMO, July 4th. Updates local consultant information in this software. Responsible for end of year gift distribution to contacts if funding available.

Prepares and delivers educational courses to employees and local staff on CPR and First Aid on a quarterly basis. Prepares and delivers educational courses to employees, local staff, and restaurants on Food Hygiene and Safety on a quarterly basis. Creates and maintains the SharePoint site for the Dhaka Health Unit.

Translates training modules from English to Bengali. Updates Blood Donor list, Webpass (for medication dispensation), and member list (direct hires, EFMs, kids, etc.) Organizes hospital visits for medical assessments for new clinical staff and visiting dignitary advance teams. Updates Health Unit handbook electronically on a quarterly basis. Reviews and Updates Crisis & Emergency Plan Application (CEPA) with RMO (electronically). Quarterly updates Medical Capabilities Information (MCI) on MED website with new staff and consultants.

Coordinator of Weight Down program - weighs patients in, records weights, reserves rooms for talks, sends out announcements regarding program schedule/talks, etc. Keeps an electronic file of old patient charts instead of paper charts. Escorts patients to hospital for appointment and studies if clinical staff is unavailable.

QUALIFICATIONS REQUIRED:

- 1. Education:** Minimum a bachelor's degree in Arts, Commerce, or Science is required. *(You must attach a copy of your bachelor's degree certificate along with your application form.)*
- 2. Language Proficiency:** Level III (Good Working Knowledge) speaking/reading English and Bangla is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum 3 years of administrative service experience in a medical establishment of international standard or 3 years administrative experience in the health related field is required.



4. Knowledge: Extensive knowledge of functioning of large or medium size medical establishments is required.

5. Skills and Abilities: Should have level II (40 wpm) in typing. Must exhibit tact yet maintain effectiveness while dealing with the patients and the users of the services of the Health Unit. Should have excellent customer-service oriented telephone conversation skills. Also have advanced computer skills.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

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 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.
6. The candidate must be able to obtain and hold a 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 as a Locally Employed Staff or Family Member” (UAE). **This form must be completed in English.** 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 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.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver’s License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

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

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**



Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/>

POINT OF CONTACT:

Human Resources Assistant

Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)

DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.



3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) 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

4. **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.

A 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. A MOH does not have to be a US Citizen.

5. **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 US Social Security Number (SSN).

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



6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: April 17, 2014

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