



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 16-012**



OPEN TO: All Interested Candidates/All Sources

POSITION: Public Health Assistant (Clinical Laboratory Testing)

OPENING DATE: March 24, 2016

CLOSING DATE: April 7, 2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-08/1 – BDS\$81,290.00
Not-Ordinarily Resident (NOR): FP-06 – US\$39,558.00
*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Embassy in Bridgetown is seeking eligible and qualified applicants for the position of Public Health Assistant (Clinical Laboratory Testing), in the Centers for Disease Control and Prevention (CDC) Global AIDS Program, Caribbean Regional Office.

BASIC FUNCTION OF POSITION

Under the direction of the CDC/GAP Caribbean Regional Office Laboratory Advisor, the HIV Clinical Laboratory Testing Officer provides scientific and technical laboratory support to the Ministries of Health (MOH) of countries in the Caribbean region and other partners for programs under the President's Emergency Plan for AIDS Relief (PEPFAR). In collaboration with the Laboratory Quality Assurance Coordinator, the incumbent provides comprehensive technical assistance in support of building laboratory capacity, including training and mentoring of laboratory staff, strengthening the laboratory infrastructure, and monitoring and evaluating progress in meeting laboratory program goals and objectives. The incumbent monitors and evaluates laboratory support for HIV/AIDS activities supported by CDC and recommends improvements, as needed.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of Bachelors of Science in Chemistry, Microbiology, Pathology, Biology or Medical Lab Scientist.

2. **EXPERIENCE:** Three years of progressively experience in medical or clinical HIV research laboratory setting is required.

3. **LANGUAGE:** Level IV fluency in English, both oral and written, is required.

4. **SKILLS AND ABILITIES:** The position requires the ability to translate medical laboratory knowledge into effective support activities for HIV prevention and care programs. The incumbent must also have good interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in laboratory technician and laboratory chief positions. The incumbent must have sound judgment and well-developed analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program implementation is required.

5. **JOB KNOWLEDGE:** The position requires an advanced knowledge of laboratory procedures and methodologies used in testing for HIV infection, staging HIV disease, laboratory monitoring for response to ART, as well as a complete understanding of equipment used for specialized laboratory procedures. The job holder must have a comprehensive knowledge of the Caribbean regional operational environment, including a detailed knowledge of the structure and operations of the Ministries of Health, the public health laboratory environment at the national, regional, district and community level in the Caribbean region, and the activities of collaborating and other donor agencies in the region with respect to HIV laboratory support program activities. The incumbent must also have a full understanding of the structure and functions of CDC/GAP Caribbean Regional Office, including detailed knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR); CDC and USG policies, guidelines and procedures for administration of cooperative agreements is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://barbados.usembassy.gov/vacancies2.html> and/or by contacting the Human Resources Office (246) 227-4342.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (**Form DS-174**), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate).

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMPEP).

WHERE TO APPLY:

Human Resources Office Human Resources Office, Bridgetown, Barbados-
Telephone: (246) 227-4342 or (246) 227-4014.

Mailing Address: U.S. Embassy, Wildey Business Park, Wildey, St. Michael,
Barbados BB`14006

FAX Number: 1-(246) 227-4048

E-mail Address: BridgetownHR@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Drafted: CRivera – HR

Cleared: MHunte – HR

Cleared: JHines, CDC

Cleared: TOwens – RHRO

Approved: PKalinowski – MO

14. Major Duties and Responsibilities

Technical Assistance

60%

In conjunction with the Laboratory Quality Assurance Coordinator, provides technical assistance and oversight to various Ministries of Health in establishing priorities, goals, and objectives consistent with CDC/GAP Caribbean Regional Office and the host countries and ensuring that they are followed.

Provides advice and assistance to various Ministries at the Program Officer and Laboratory Directors/Managers levels to develop and implement strategies for establishing and implementing laboratory standards and operating procedures, including specimen management, operating procedures, documentation, management of laboratory accidents, staffing, inventory, and reagent procurement. Communicates with laboratory staff at CDC in Atlanta to resolve particularly complex technical issues related to laboratory support.

Assist various MOH laboratories to determine appropriate diagnostic laboratory procedures and ensure their laboratory employee safety through development of a laboratory safety manual, and enforcement of universal safety precautions including proper use of personal protective equipment. Designs safety and anti-contamination strategies according to international standards.

Assist MOH laboratories to develop standards to enhance capacities of the laboratory to support surveillance for HIV, STD, TB, OI and emerging diseases. Develops and updates national guidelines for laboratory systems at all levels of operation.

Jobholder assists countries to ensure standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies. Facilitates procurement of equipment and supplies through agency channels to enhance laboratory capacity.

Provides technical assistance and scientific support in the training, setting-up and validation of HIV molecular testing assays such as DNC PCR, viral load and HIV drug resistance testing to ensure uninterrupted testing and acceptable turnaround time reporting of results under the current regional tiered laboratory referral and hub system

Provides technical specifications for procurement of essential laboratory equipment and supplies Facilitates procurement of equipment and supplies through CDC channels to enhance laboratories operating within the Caribbean Region. Provides guidance to laboratories requisitioning equipment and supplies on the international market. Recommends inventory levels for expendable laboratory supplies (e.g., test kits, gloves, pipettes, etc.)

Program Management and Administration

20%

The incumbent provides technical advice and direction to grantees, program collaborators and contractors on management and implementation of laboratory related grants, contracts and cooperative agreements. This ensures consistency with CDC/GAP, PEPFAR and national/regional policies and regulations.

Participates in preparing and presenting briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serves as spokesperson for laboratory programs as required.

The incumbent maintains laboratory related files and records specific to the activities/programs for which incumbent is responsible. Develops reports analyzing and summarizing progress in meeting laboratory program goals and objectives. Presents reports and findings at meetings and conferences.

Monitoring and Evaluation

20%

Evaluates activities of national, regional and hub laboratories to ensure that the most recent procedures and practices are conducted to accomplish the clinical and public health mandates of these laboratories. Recommends improvements to enhance the effectiveness of support provided by these laboratories.

Evaluates activities of implementing collaborators in terms of reaching agreed upon cooperative agreement goals, objectives and timeframes for project activities. Recommends actions to enhance and improve HIV/AIDS laboratory support services. Keeps the Laboratory Quality Assurance Coordinator and the Laboratory Advisor apprised of any significant issues related to monitoring and evaluation of laboratory support activities.

15. Qualifications Required for Effective Performance

- A. Education: Completion of Bachelors of Science in Chemistry, Microbiology, Pathology, Biology or Medical Lab Scientist..
- B. Prior Work Experience: The position requires three years of progressively experience in medical or clinical HIV research laboratory setting.
- C. Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities required of the position. Ongoing continuing education and professional seminars to expand knowledge, skills, and techniques in laboratory procedures, documentation and evaluation will be required post-entry. In addition, specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training, as appropriate. Necessary post entry training will be provided on-site or at Regional or Atlanta based facilities.
- B. Language Proficiency: Level IV fluency in English, both oral and written, is required.
- D. Job Knowledge: The position requires an advanced knowledge of laboratory procedures and methodologies used in testing for HIV infection, staging HIV disease, laboratory monitoring for response to ART, as well as a complete understanding of equipment used for specialized laboratory procedures. The job holder must have a comprehensive knowledge of the Caribbean regional operational environment, including a detailed knowledge of the structure and operations of the Ministries of Health, the public health laboratory environment at the national, regional, district and community level in the Caribbean region, and the activities of collaborating and other donor agencies in the region with respect to HIV laboratory support program activities. The incumbent must also have a full understanding of the structure and functions of CDC/GAP Caribbean Regional Office, including detailed knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR); CDC and USG policies, guidelines and procedures for administration of cooperative agreements.
- F. Skills and Abilities: The position requires the ability to translate medical laboratory knowledge into effective support activities for HIV prevention and care programs. The incumbent must also have good interpersonal and communication skills for establishing and maintaining effective working relationships with a wide variety of collaborating partners in laboratory technician and laboratory chief positions. The incumbent must have sound judgment and well-developed analytical skills to independently resolve problems, overcome barriers to program implementation, and make appropriate decisions and recommendations related to program implementation.

16. Position Elements

- A. Supervision Received: The incumbent works under the direct supervision of the Laboratory Advisor, who establishes broad program outcome strategies and goals. The incumbent works within a broad framework and with a minimum of supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes.
- B. Supervision Exercised: position does not have any direct supervisory authority

C. Available Guidelines: Written CDC, other USG and WHO clinical and public health laboratory policies, procedures and guidelines, standard operating procedures for HIV Diagnosis and Monitoring of Anti-retroviral Therapy; Bio-safety in Microbiological, Virology and Biomedical Laboratories, PEPFAR guidelines, and technical manuals related to incumbent's area of responsibility.

D. Exercise of Judgment: The position requires the incumbent to use excellent judgment in implementing the full range of supervisory and laboratory management responsibilities with a minimum of oversight. The incumbent will independently resolve routine problems and all but the most complex problems encountered. Sound judgment is also required in developing and maintaining program manager and program officer level host country contacts.

E. Authority to Make Commitments: The incumbent represents CDC and the USG on laboratory support issues to collaborating partners and host country officials. The incumbent will make recommendations on funding applications for financial assistance from the USG based on technical merit of the proposals and appropriateness of budget requests. The incumbent has no signatory authority to commit USG funds

F. Nature, Level and Purpose of Contacts: The incumbent will have regular contact with all levels of CDC/GAP Caribbean Regional Office staff and will be required to establish and maintain close working relationships with laboratory technicians and laboratory chief level staff of the Ministries of Health in the Caribbean region and collaborating partners for coordination of QA and QMS activities and to influence QA and QMS program implementation, provide guidance and direction, and monitor and evaluate program activities.

G. Time Expected to Reach Full Performance Level: 6 months