



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 14-003**



DATE: February 7, 2014
OPEN TO: All Interested Candidates
POSITION: **Physician, Embassy Health Unit, FSN-12;FP-03**
OPENING DATE: February 10, 2014
CLOSING DATE: February 24, 2014
WORK HOURS: Part time: 8 hours/week
SALARY *Ordinarily Resident:
Position Grade: FSN-12/1 BDS\$148,825.00 p.a. (full time)
(BDS\$71.55 per hour/BDS\$29,764.80) (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-03/1 US\$76,981.00 p.a.; (full time)
(US\$36.89 per hour/US\$15,346.24) (Starting Salary)

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

The US Embassy in Bridgetown is seeking an individual for the position of Physician, in the Medical Unit, Management Section. This is a part-time, 8 hours per week, position.

BASIC FUNCTION OF POSITION:

Incumbent provides medical services and or referrals to approximately 70 American direct hire employees and approximately 95 dependents of all agencies at post as primary care physician. S/He sees approximately 100 Foreign Service National employees upon occasion of illness/ injury on the job, referring any who become ill at work to their private physicians. S/He works without close technical supervision and has full responsibility for planning and administering the health program at post under the guidance and direction of the post Regional Medical Officer (RMO) and Regional Medical Officer - Psychiatrist (RMO-P), including at-post hospitalizations and medical evacuations. S/He serves as consulting and on-call physician for high-level VIP visits.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342/227-4014).

QUALIFICATIONS REQUIRED

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

1. M.D. collegiate degree, completion of an approved internship and residency, and a license to practice medicine acceptable in Barbados (comparable to requirements in the U.S) is required.
2. A formal U.S. internship and a minimum of three years of formal residency training or equivalent training as certified by M/MED are required. Prior practice of at least five years of progressive experience in internal medicine, family practice, pediatrics, emergency medicine or OB/GYN are required. The successful incumbent will also possess **some or all** of the following additional experience:
 - Travel medicine;
 - Coordination across agency and department lines of medical planning and responses;
 - Working with local National Insurance and other local health administration agencies, as well as the private medical sector;
 - Experience in Nuclear, Biological and Chemical threats or disaster medicine.
3. Level IV English plus fluency in use of professional medical terminology is required.
4. Must have general practice knowledge and understanding to deal with all types of cases seen in Health Unit. Specifically: -Must have knowledge and understanding of Advanced Cardiac Life Support, Pediatric Advanced Life Support, Advanced Trauma Life Support and Emergency Preparedness for chemical, biological and radiological situations;
 - Should have regularly attended annual Continuing Medical Education (CME) training and seminars to stay current with medical practice at US and European standards;
 - Should be aware of occupational, safety and health administration regulations and practices in line with US and European standards;
5. Must be sensitive to needs and feelings of others and be approachable to every person at post in order to obtain and maintain the trust and confidence of employees and dependents. Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential in this position. Must have a customer-service orientation.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) 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. 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.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
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 APPLICATIONS TO:

BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
February 24, 2014**

The US Mission in Bridgetown 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



1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 U.S. 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 U.S. 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 U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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