



UNITED STATES EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 001/16

OPEN TO: All Interested Candidates/All Sources

POSITION: Registered Nurse
(Full Performance Level)

OPENING DATE: January 06, 2015

CLOSING DATE: Opened until filled

WORK HOURS: Full time; 40 hours/week

***SALARY:** **Not Ordinarily Resident (NOR):**
FP-5* (steps 1 through 4)
Final grade/step for NORs will be determined by Washington

Ordinarily Resident (OR):
FSN-9 Exception Rate Range (ERR)

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 U.S. Embassy in Cotonou is seeking an individual for the position of **Registered Nurse** in the Embassy Medical Unit.

Please note that this position is also being advertised at the training level under vacancy announcement N0. 001/16-T. Applicants will be considered for the vacancy and position level for which they have applied (either 001/16 or 001/16-T). Therefore, applicant need only apply for one of these two (2) vacancies to be considered.

BASIC FUNCTION OF POSITION

Under the supervision of the Medical Officer at Post, the position functions as the Post's primary health care provider. The incumbent serves as the U.S. or Western trained Registered Nurse and provides the full range of professional nursing services to direct-hire Americans and their eligible family members, and immediate care for on-the-job-injuries for locally employed staff.

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.

- a) **Education:** Graduate of a U.S. or Western European accredited nursing school and must possess a current and unrestricted Registered Nurse license from a reputable US or Western European licensing board.
- b) **Prior Work Experience:** At least two years of occupational health experience, with at least one year being with US Federal agency or US Government primary health care facility. Previous experience teaching at least three of the following health promotion activities: smoking cessation, weight reduction, well-child anticipatory guidance, emergency First Aid, prenatal classes, community emergency response, CPR, safe food services, healthy lifestyle, stress management and relaxation, drug and alcohol dependence, and/or HIV prevention.
- c) **Language Proficiency:**
English Level IV (Fluent) speaking, reading and writing is required.
(This will be tested)

French Level II (Limited Knowledge) speaking, reading is required.
(This will be tested)
- d) **Knowledge:** Must be familiar with American Nursing standards of care. Must possess working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons or mass destructions. Must possess a good working knowledge or experience of current health promotion recommendations in the U.S. population. **(These will be tested)**
- e) **Skills and Abilities:** Must be able to administer adult and pediatric immunization program according to current Center of Disease Control (CDC) standards. Must have strong interpersonal skills and a client-oriented disposition. Must possess basic Word processing and Excel spreadsheet skills on the computer. **(These will be tested)**

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office at: 229 21 36 75 00, Ext. 7898/7842.

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. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
5. Priority consideration will be given to RIFed U.S. Mission to Benin former LE Staff for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

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

1. Cover letter
2. Universal Application for Employment (UAE) (Form DS-174)
http://photos.state.gov/libraries/benin/19452/pdfs/DS174_APPLICATION_FOR_EMPLOYMENT_FORM.doc ; plus
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

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 (FMEP).

WHERE TO APPLY

Application packages containing all the information listed in items "1" through "3" above can be scanned into pdf format and sent as a single file to the following E-mail address. Files should not exceed 10 MB or they may be rejected by the embassy's server. **Paper applications mailed to the embassy will not be accepted for this vacancy announcement.**

Management Officer
United States Mission Cotonou
E-mail: hrocotonou@state.gov

CLOSING DATE FOR THIS POSITION: Until filled

The U.S. Mission in Cotonou 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 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; **and**
- Is under chief of mission authority.

2. **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, and resides at the sponsoring employee's post of assignment abroad, 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.

3. **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, **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad **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.

4. **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 **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.
5. **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
 - 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.
6. **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.