



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12/012

OPEN TO: All Interested Candidates/All Sources

POSITION: PMTCT Nurse FSN-09/FP-5 (step 1 through 4)

OPENING DATE: March 26, 2012

CLOSING DATE: April 6, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: P179,450 p.a. (Starting salary)

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

The Centers for Disease Control and Prevention (CDC/BOTSWANA) in Francistown is seeking an individual for the position of Nurse.

BASIC FUNCTION OF POSITION:

Provide technical assistance and coordination to the Botswana Ministry of Health, the District Health Team and other collaborating organizations in the implementation and improvement of PMTCT activities in Botswana. Serves as a key CDC contact for implementing partners for issues related to implementation of CDC supported PMTCT program activities; serves as a contributor to the planning, developing and reviewing of the PMTCT components of the annual PEPFAR Country Operational Plan for Botswana; assists in patient follow up, monitoring and evaluating progress of patient follow-up and project implementation, identifying technical, personnel, and logistical problems; solves problems or recommends revisions as necessary to overcome obstacles and constraints to progress; participates in the training of implementing staff in the Ministry of Health, District Health Team and partner organizations for collecting specimens for infants diagnosis and other patient care and follow up procedures.

1. A copy of the complete position description listing all duties and responsibilities is available in our internet site http://botswana.usembassy.gov/job_opportunities.html

QUALIFICATIONS REQUIRED:

--Bachelors Degree in Health Science with a nursing background is required.
--Three years work experience in HIV and maternal and child health program activities is required.

- Level IV English and Setswana is required (fluent both written and spoken).
- In-depth knowledge and understanding of the prevention of HIV infection in mothers and infants and issues related to counseling and care and treatment of mother and infants infected with or exposed to HIV infection and the host country operational environment and the structure and operations of the Ministry of Health, the environment for health care delivery at the district and community level in Botswana is required.
- Must have well-developed interpersonal and communication for establishing and maintaining effective work relationship with collaborating partners in program officer and program implementation level positions.

SELECTION PROCESS

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 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

Candidates interested in applying for this position must follow the application instructions by submitting an application which contains all of the required information listed below. **Failure to do so will result in an incomplete application which will not be considered.**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 6 below for more information); **plus**
4. 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
 6. **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.**
 - 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. Date and Place of Birth
 - G. Current Address, Day, Evening, and Cell phone numbers
 - H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
 - I. U.S. Social Security Number and/or Identification Number
 - J. Eligibility to work in the country (Yes or No)
 - K. Special Accommodations the Mission needs to provide
 - L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
 - M. Days available to work
 - N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
 - O. U.S. Eligible Family Member and Veterans Hiring Preference
 - P. Education
 - Q. License, Skills, Training, Membership, & Recognition
 - R. Language Skills
 - S. Work Experience
 - T. References

SUBMIT APPLICATION TO:

Human Resources Assistant
American Embassy
P.O. Box 90
Gaborone (or hand deliver)
Or email: HROGaborone@state.gov

POINT OF CONTACT

Name Motlalepula Mmakgonya
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CLOSING DATE FOR THIS POSITION: April 6, 2012

The US Mission in Gaborone 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.