



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11/011

OPEN TO: All Interested Candidates/All Sources

POSITION: TB Medical Officer, FSN12/FP-03

OPENING DATE: February 6, 2011

CLOSING DATE: February 18, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: P422,707 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 (CDC/BOTUSA) in Gaborone is seeking an individual for the position of Medical Officer under the TB Program.

BASIC FUNCTION OF POSITION

Serves as a Medical Officer for the BOTUSA Project based in Gaborone by assisting in the implementation of one or more tuberculosis research studies; evaluates potential patients for inclusion in or exclusion from studies according to study protocols; conducts physical assessment and obtain clinical specimens as outlined in study protocols; maintains complete and accurate records using developed data collection instruments; assists in the development or modification of study protocols and procedures; performs appropriate clinical assessments and decisions during the process of providing medical care to study patients; assists in data analysis and dissemination of results; establishes and maintains good working relationships with counterparts and peers; provides advice and guidance to study nurses regarding study protocols and procedures.

1. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact **(3953982 ext 2421)**

QUALIFICATIONS REQUIRED

-- Medical degree and a license to practice medicine in the country is required.
--Three years of work experience with tuberculosis and HIV related disease is required.

- Level IV English (fluency speaking, writing) is required.
- Must have knowledge of tuberculosis and HIV/AIDS and principles of health; research techniques and methods.
- Must have basic computer and data management skills

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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

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 (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 3A 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.

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. 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: February 18, 2011

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.