



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 12/44

OPEN TO: All Interested Candidates/All Sources

POSITION: Laboratory Technician; FSN-8/FP-6

OPENING DATE: November 7, 2012

CLOSING DATE: November 21, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: P139,390 p.a. (Starting salary)

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

The U.S. Embassy in Gaborone, Centers for Disease Control and Prevention (CDC/BOTSWANA), is seeking an individual for the position of Laboratory Technician.

BASIC FUNCTION OF POSITION

Provide scientific and technical support to the Botswana Ministry of Health (MOH) for the implementation and strengthening of HIV/AIDS laboratory services in support of the President's Emergency Plan for AIDS Relief (PEPFAR) activities in Botswana; serves a key role and as a primary contact for providing technical assistance, training, and mentoring for laboratory staff of the MOH. Participates in training programs and mentoring of laboratory staff, monitoring

internal and external laboratory quality assurance programs, strengthening the laboratory infrastructure, and monitoring and evaluating progress in meeting laboratory program goals and objectives; serves a primary role in implementing the Laboratory Information System (LIS) within the MOH laboratories; trains and mentors laboratory staff in the use of LIS and monitors the implementation of the system at the individual laboratory level; identifies problems and barriers to effective implementation of the system and makes corrections or recommends solutions; supports all laboratory testing needs of specific PEPFAR projects, providing procedural direction and guidance, oversight of adherence to established testing protocols, documentation procedures and proper use of specialized equipment; provides advice and technical assistance to the MOH in facilitating and teaching training sessions for laboratory staff supporting HIV care and treatment projects in Botswana; trains laboratory staff in laboratory procedures and use of specialized laboratory equipment.

QUALIFICATIONS REQUIRED:

- Diploma in laboratory sciences is required.
- Five years of experience in medical laboratory sciences is required.
- Level IV English is required (fluent both written and spoken) is required.
- Must have advanced knowledge of laboratory procedures and methodologies used in testing for HIV infection, laboratory monitoring for response to ART, laboratory procedures and equipment used for specialized laboratory procedures; operational environment, including a detailed knowledge of the structure and operations of the MOH, the public health laboratory environment at the national, regional, district and community level in Botswana and public health issues commonly encountered in the implementation of laboratory support activities in Botswana; structure and functions of CDC Botswana, including knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR).

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

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: November 21, 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.