



UNITED STATES CONSULATE GENERAL

RIO DE JANEIRO, BRAZIL

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***Management Notice No. 11-015  
May 3, 2011***

**TO:** ALL POST PERSONNEL  
**FROM:** MGMT OFFICER - PANFILO MARQUEZ  
**SUBJECT:** POSITION VACANCY - REGISTERED NURSE

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The Consulate General Human Resources Office is seeking an individual for the position of **REGISTERED NURSE**, to work in the Management Office Health Unit.

**Open to:** All Interested Candidates, U.S. Eligible Family Members (USEFMs) – All Agencies, Eligible Family Members (EFMs), and Members of Household (MOHs) - All Agencies

**Position:** REGISTERED NURSE

**Opening date:** Tuesday, May 3, 2011

**Closing date:** Tuesday, May 17, 2011

**Enter on duty (EOD) date:** As soon as possible after selection

**Work hours:** Full-time, 40 hours per week

**Compensation Grade:** FSN-9/FP-5 - (To be confirmed by Washington)

**NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTION OF THE POSITION:**

This position functions as the Post's primary health care provider. The incumbent will serve as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the U.S. Consulate General Rio de Janeiro Health Unit (HU) and is under the direct supervision of the Management Officer (at Post level) and of the

Regional Medical Officer (RMO). The position will provide the full range of professional nursing services to American and Locally Employed Staff.

**A copy of the complete Job Description is available in the Human Resources Office. Contact telephones: 21-3823-2608 and 21-3823-2612.**

## **REQUIREMENTS**

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

**Education:** Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

**Work Experience:** At least two years of occupational health experience, at a primary health care facility is required. Previous experience in at least two of the following health promotion activities is required: 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. Liaison with local health care providers and facility to maintain contacts at all levels, from local clinics up to the Minister of Health and regular communication with RMO, FSHP, and M/MED in Washington, is required.

**Language:** Level IV (Fluent) written and spoken English and Level II (Limited) written and spoken Portuguese, is required. **THESE WILL BE TESTED.**

**Knowledge:** The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations to the U.S. population is required. Experience in management and procurement of expendable medical supplies and ambulatory care clinic equipment is required.

**Skills & Abilities:** Familiarity with American Nursing standards of care and word processing.

<b><u>IMPORTANT NOTE:</u> Applicants may be required to take other tests related to the position.</b>
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## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (US 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment (not applicable to WAEs).
4. 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.
5. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on the most recent Employee Performance Report are ineligible to apply.

**TO APPLY:**

Interested applicants for this position must submit **IN ENGLISH** the following or the application will not be considered:

- Application for U.S. Federal Employment (SF-171 or OF-612); OR a current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

[Mgtusghr3@yahoo.com](mailto:Mgtusghr3@yahoo.com)

**DEFINITIONS:**

**AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:**

**US citizen;**

**Spouse or child who is at least age 18, listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;**

- A. Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and*
- B. Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.*

1. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or

establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

2. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: Tuesday, May 17, 2011**

*The US Mission in Brazil 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.*