

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

*Human Resources Office, 498 Ave Lukusa, Kinshasa
Phone 081-8806193; e-mail: HRKinshasa@state.gov*



ANNOUNCEMENT NUMBER: 12-43

OPEN TO: All interested candidates
POSITION: **Public Health Specialist (Lab Advisor), FSN-501-12; FP-3**
OPENING DATE: July 31, 2012
CLOSING DATE: August 14, 2012
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from the Human Resources Office
(Position Grade: FP-3 to be confirmed by Washington)

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

The U.S. Embassy in Kinshasa is seeking an individual for the position of Public Health Specialist (Lab Advisor) in the Center for Disease Control and Prevention (CDC) Agency.

BASIC FUNCTION OF POSITION

Reporting to CDC/DRC-based Health Scientist, the position is responsible for project management as part of the DRC senior management team and is responsible for developing, implementing and capacity building of laboratory activities as part of USG support of expanded HIV prevention, care and treatment services at national and regional levels including direct service delivery and building comprehensive national HIV laboratory services through training, other technical assistance and reference laboratory activities

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: Applicants must provide specific and comprehensive information to support each criteria below:

Education: Medical Doctor (MD) degree or equivalent is required.

Experience: A minimum of 3 years of experience working in a laboratory setting, plus 2 additional years of experience at the managerial level is required.

Language Proficiency: Level IV (Fluent) English, French and Lingala is required.

Knowledge: The incumbent must have an in-depth understanding of the structure and functions of CDC DRC, including detailed knowledge of CDC's role and function in support of the President's Emergency Plan for AIDS Relief (PEPFAR); CDC and USG policies, guidelines and procedures for administration of cooperative institutions.

Skills and Abilities: Good communication skills, interpersonal relationship skills, training skills, computer skills, data skills, collaborative, cooperative and coordination skills. Must have ability to guide, motivate Ministry of Health (MOH) staff in conducting HIV program.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. 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. The candidate must be able to obtain and hold security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:
Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he:
 - Is 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.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. 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.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. 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.

The US Mission is an equal opportunity employer.

CLOSING DATE: August 14, 2012

Drafted: HR: FNSASU

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