

VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All Interested Candidates
SUBJECT: TEMPORARY NURSE

DATE: Jul. 23, 2010
NUMBER: V-2010-025

OPEN TO: All Interested Candidates (See Definitions)

POSITION: PC-5902 - Temporary Nurse, LES-08, FP-06*

OPENING DATE: July 23, 2010

CLOSING DATE: August 6, 2010

WORK HOURS: Part-time: 24 hours/week for AEFMs/NORs

SALARY: Not Ordinarily Resident: \$41,780.00 gross p.a. (to be prorated to part-time)
Ordinarily Resident: €39,853.00 gross p.a. (to be prorated to part-time)

LENGTH OF APPOINTMENT: Six months (May be extended).

* Actual grade and salary will be based on the qualifications of the applicant

The Health Unit of the U.S. Embassy in Paris seeks a temporary Nurse.

BASIC FUNCTION OF POSITION:

The position functions as the part-time U.S. licensed registered professional nurse, or Western European equivalent trained professional nurse with comparable licensure. The position is located in the Embassy Health Unit and is under the direct supervision of the full time nurse. Incumbent will provide the full range of professional nursing services to American and Locally Engaged Staff. Major duties and responsibilities include:

- Maintain a health clinic during assigned work hours, including utilizing the nursing process in providing patient care, maintaining an overseas medical record of all employee visits, and rendering first aid and emergency treatment to the sick and injured anywhere on Embassy compound.
- Evaluate and assess patients within the scope of training and expertise, refer patient to appropriate medical providers as deemed necessary by presenting problems and scheduling appointments.
- Monitor care to patients discharged from hospital and/or receiving out-patient treatment.
- Coordinate medical clearance examinations, with the assistance of the full-time nurse

and/or secretary.

- Maintain an immunization clinic for routine and travel immunizations.
- Administer routine and seasonal flu vaccine according to established protocols.
- May write or contribute health promotional education articles for the Embassy newsletter.
- In the absence of the other nurse, or in the absence of the receptionist/secretary, incumbent is required to be in the Health Unit on a full-time basis.

QUALIFICATIONS REQUIRED:

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

Education:

Graduate from an associated degree program or other program of at least two years in length, in a professional nursing school is required. Active Registered Nurse license required.

Prior Work Experience:

At least five years of hospital or outpatient nursing care is required.

Language proficiency:

English (W-R-S), Level -4 – Fluency is required.

French (S-R), Level -1 – Rudimentary knowledge is required.

Knowledge:

General knowledge of current and evolving medical practices, techniques and medications required.

Good knowledge of CPR required.

Skills and abilities:

Ability to work harmoniously and effectively with others in difficult situations is required. Empathy, maturity, stability, objectivity, resourcefulness, adaptability, and sound judgment are required.

SELECTION PROCESS:

When equally qualified, U.S. 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.

ADDITIONAL SELECTION CRITERIA (See Definitions):

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 U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: SF-171 (hard copies available with HR) or OF 612 or
2. A current resume or curriculum vitae in English that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Evidence of authorization to work in France:

- For a dual national, copy of the European identity card (if not an EFM).
- For a non-French citizen, copy of the carte de séjour with a valid work permit.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle or Jérôme De La Matter
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74
FAX: 01-43-12-24-36 or 01-43-12-26-52
EMAIL: bayleGB@state.gov or DeLaMaterJE@state.gov

DEFINITIONS:

- 1. Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
 - (1) U.S. citizen; and
 - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
 - (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
 - (4) Residing at the sponsoring employee's post of assignment abroad; and
 - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

2. Eligible Family Members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or *custodial party*;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily resident (OR): A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not Ordinarily Resident (NOR): An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of "ordinarily resident" below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and

(4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

CLOSING DATE FOR THIS POSITION: August 6, 2010 (COB, at 5:00 p.m.)

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Drafted: HR: GBayle

Cleared: HU: SElie

Approved: TMM: MLaBonte