

**Announcement Number 31/12**

**OPEN TO:** All Interested Candidates  
**POSITION:** Official Title: **Physician, LES-11; FP-4**  
(Position Grade for Not Ordinarily Resident FP- 4 to be determined by Washington, Position Grade for Ordinarily Resident is FSN-11)  
**OPENING DATE:** **June 27, 2012**  
**CLOSING DATE:** **July 17, 2012**  
**WORK HOURS:** **Full-time, 40 hrs week**

*NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.*

US Embassy Tbilisi is seeking one individual for the position of Physician in the Health Unit.

**BASIC FUNCTION OF POSITION:**

Employee provides primary and emergency medical care to the Americans and their family members who are eligible for health care at the Health Unit. Provides consultation to all Nursing staff. Designs and implements occupational health program for all Locally Employed Staff. Reads Georgian newspapers and medical news daily. Regularly visits new facilities and health care providers and makes recommendations to Embassy HU staff and MED regarding adequacy of these resources, to help in Clearance decision making in DC. Provides physical examinations for Embassy drivers according to Department of Transportation regulations and standard and reports to personnel. Performs pre-employment physicals for potential FSN employees and FSNs before going TDY. Provides no less than quarterly health promotion classes in Georgian to FSN employees. Shares 24/7 on-call duties with the FSHP, Post Medical Advisor and part-time Registered Nurse during weekends or after hours for emergency health care. Responsible for ordering and maintaining the supply of medications, vaccines, and medical supplies in the HU.

**QUALIFICATIONS REQUIRED:**

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

- Completion of medical doctor degree is required;
- Five years of recent experience as a physician providing primary and urgent care to all ages is required; Current medical license is required;
- Level IV (Fluent) Speaking/Reading/Writing English is required. This will be tested. Level IV (Fluent) Speaking/Reading/Writing Russian is required. This will be tested. Level IV (Fluent) Speaking/Reading/Writing Georgian is required; This may be tested;
- General practice and emergent medical knowledge on an advanced level, use of appropriate journal articles and medical resources to make evidence based decisions, history taking and physical exam skills, procedural skills including but not limited to blood draws, EKG and its interpretation, suturing, casting and injections;
- Must have basic computer skills in word processing, excel spreadsheets, electronic medical record use and email.

**SELECTION PROCESS:**

When equally 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.

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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 an FMA appointment 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 applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment DS-174; or
2. A current Resume or Curriculum Vitae that provides the same information as a DS-174; (**please indicate months and years of all employments, form should be in English**);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

**NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the [HROTbilisi@state.gov](mailto:HROTbilisi@state.gov) email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:  
<http://georgia.usembassy.gov/about-us/employment-opportunities--tenders2.html>**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

**MAIL APPLICATION TO:**

Human Resources Office  
11 George Balanchine Street  
Tbilisi, Georgia  
Zip Code: 0131  
Fax: (995-32) 227-77-07

**DEFINITIONS:**

1. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see below) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. **EFM:** An individual related to a US Government employee in one of the following ways:
  - Spouse or same-sex domestic partner as defined in 3 FAM 1610.
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted

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children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

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

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for This Position: July 17, 2012**

The US Mission in Tbilisi 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 contingent diversity enhancement program.

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.

Viki Thomson  
Human Resources Officer