

Vacancy Announcement

ANNOUNCEMENT NUMBER: 14/21

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OPEN TO: All Interested Candidates

POSITION: Public Health Specialist (HIV Program),
Foreign Service National Pay Scale: FSN-11*; FSN-10*
Foreign Service Pay Scale: FP-4*; FP-5* (Steps 5 thru 14)

OPENING DATE: September 11, 2014

CLOSING DATE: September 24, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident (NOR):
US\$ 62,378.00 p.a. (Starting Salary) (Position Grade FP-4*)
US\$ 55,230.00 p.a. (Starting Salary) (Position Grade FP-5*)

Ordinarily Resident (OR):
G\$6,386,755.00 p.a. (Starting Salary) (Position Grade: FSN-11)*
G\$4,450,658.00 p.a. (Starting Salary) (Position Grade: FSN-10)*

LENGTH OF HIRE: Continuation of employment is dependent on the availability of funds.

***All qualifications criteria must be met. Actual grade and salary will be based on the experience of the applicant.**

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS WHO ARE NOT ELIGIBLE FAMILY MEMBERS AND WHO ARE CONSIDERED NOT ORDINARILY RESIDENTS MUST ALSO BE ELIGIBLE TO OBTAIN WORK AND/OR RESIDENCY PERMITS.

Applicants who applied for the Public Health Specialist (HIV Programs) position - Vacancy Announcement Number 14/17, should not re-apply; hence their applications will be considered.

THIS IS A LOCAL POSITION – NO LOCATION/ TRANSPORTATION TO DUTY POST WILL BE AUTHORIZED.

The United States Embassy in Georgetown is seeking an individual for the position of Public Health Specialist (HIV Program), in the Centers for Disease Control and Prevention (CDC) Guyana Office.

BASIC FUNCTION OF POSITION:

Under the general supervision of the Country Director, incumbent provides technical advice/guidance to the Ministry of Health and implementing partners in support of HIV/AIDS prevention programs in Guyana. Principal responsibilities include: the collection of demographic, risk and transmission data, monitoring trends among the newly diagnosed and ongoing identification of emerging key and vulnerable population in order to target and/or adjust national programming for care and treatment, ensuring the needs of key populations are met in a safe, accessible manner. Job holder must have a thorough knowledge of prevention science, combination prevention interventions (evidence-based interventions) for special populations and the ability to adapt and select methodologies/interventions to ensure that program objectives are met.

Incumbent is responsible for ensuring efforts are made to link prevention components such as HIV counseling and testing, medical male circumcision, gender inequality and other focus areas by communicating regularly and collaborating with implementing partners and government officials working in those areas.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, telephone 225-4900, extension 4249.

QUALIFICATIONS REQUIRED:

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

1. Clinical or Master's in Public Health or other health science required, along with additional qualifications in Sociology, Anthropology or Communications.
2. (a) FSN-11/FP-4: At least five years previous experience working with USG, local government and/or NGOs; and previous work with marginalized, disadvantaged populations required.

(b) FSN-10/FP-5 (Steps 5 thru 14): At least four years previous experience working with USG, local government and/or NGOs; and previous work with marginalized, disadvantaged populations required.
3. Level IV (fluent) reading/writing/speaking, English is required.
4. In depth knowledge of related social and health sciences sufficient to collaborate with other public health professionals in the development of integrated approaches to public health issues.

5. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention program is required.

6. Ability to communicate effectively, in both oral and written form, to develop and maintain effective working relationships with national and international health partners and to effectively represent agency in dealing with representatives of other agencies, host government officials and private organizations.

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

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or You may request the form via e-mail at HROGeorgetownH@state.gov .or you may obtain it directly from the Human Resources office or from the Embassy's VIP guard booth on Duke Street; or
2. A current resume or curriculum vitae that provides the **same information** found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1 -24 of the DS-174 along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. 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, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Human Resources Office
[Public Health Specialist (HIV Programs)]
American Embassy
Georgetown

POINT OF CONTACT:

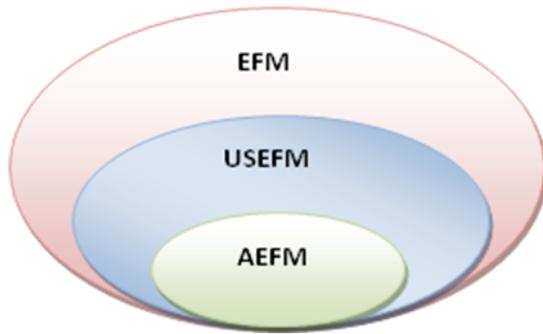
Human Resources Office
Telephone: (592) 225-4900
FAX: (592) 225-0230

CLOSING DATE FOR THIS POSITION: September 24, 2014

The U.S. Mission in Guyana 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.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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 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.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) 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.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity.

4. **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, 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 U.S. Citizen.

5. **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 U.S. Social Security Number (SSN).

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

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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.

Failure to do so will result in an incomplete application.

- 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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References