



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-10-17A  
Trainee/Full Performance Level**

The U.S. Consulate General in Hyderabad is seeking an individual for the position of **Nurse** in the Management Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**OPEN TO:** All interested candidates.

**POSITION:** Registered Nurse; FSN-510-09  
HYA 502004 /HYA-502004T  
(Personal Service Agreement)

Level I (Trainee Level)-FSN-08; FP-06  
Level II (Full Performance Level)-FSN-09;  
Grade: FP-05(Steps 1 through 04)

(The position will be filled at the appropriate level, depending on the selected candidate)

**NUMBER OF POSITIONS:** One

**OPENING DATE:** August 27, 2010.

**CLOSING DATE:** September 10, 2010.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Ordinarily Resident:

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

#### **BASIC FUNCTION OF POSITION**

- Maintains custody and proper internal controls for the Health unit. This includes ordering and inventory control of medical supplies and medications.
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice.
- Responsible for the health orientation of new arrivals- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries. Orientation to public health risks and preventive health behaviors.
- Dispenses medications according to protocols approved by the RMO or his designee.
- Renders first aid and emergency treatment to the sick and injured anywhere on the consulate compound as appropriate.
- Visits patients at home or in the Hospital as necessary to evaluate health status and monitor care provided.
- Perform periodic sanitation inspections as directed by the RMO or Management.
- Provides health promotion and safety activities at the consulate. In coordination with the Medical Officer and CLO, evaluate the canteen periodically.
- Works with the RMO and post Medical Officer to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability

Database to MED.

### **QUALIFICATIONS REQUIRED**

1. 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.
2. Minimum of **two years** of occupational health experience, with at least one year being with U.S. Federal agency or U.S. Embassy primary health care facility is required for a **full performance level** and **one year** of hospital or outpatient nursing is required for **trainee level**.
3. Level IV (Fluency) in English.
4. The ability to administer adult and pediatric immunization programs according to current CDC standards is required.

### **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference 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. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

1. **Application for Employment**, Form HR-01 available on website <http://hyderabad.usconsulate.gov/jobopportunities.html>
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

#### **SUBMIT APPLICATION TO**

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.

FAX: 4033-8301

or

E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert "HYD-10-17A" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

#### **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
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 permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **September 10, 2010**.

Cleared by: MGT - DMcCullough  
Drafted by: HR - VSaradhi

**AN EQUAL OPPORTUNITY EMPLOYER**