



AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-09-18 – Re advertisement

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: Nurse; FSN-510-08
HYA 502002 (Personal Services Agreement)

OPENING DATE: March 22, 2010.

CLOSING DATE: April 05, 2010.

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-06
Ordinarily Resident: Grade: FSN-08

*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

- Provides the full range of professional nursing services to American and Locally

Employed Staff. Responsible for the health orientation of new arrivals, completion of the patient registration form and obtaining medical clearances. Provides orientation to public health risks & preventive health behaviors and the local health care system, assesses family health & immunization needs.

- Coordinates Medical Clearance examinations, schedules medical appointments, labs, and special tests as required by Washington, assists medical personnel with clinical examinations performed in the health unit, verifies and approves medical and laboratory bills for payment.
- Coordinates local hospitalizations of Foreign Service personnel and conducts regular visits to assess the course of care while hospitalized. Maintains current working knowledge and relationship with the local providers and facilities.
- Serves as point of contact for Regional Medical Officers / Foreign Service Health practitioners and Office of Medical Services. Has various reporting requirements and administrative duties with respect to monthly statistics reports and regular updates of State department medical regulations.
- Maintains an occupational health clinic during assigned work hours including custody and proper internal controls for the health unit and ordering and inventory control of medical supplies and medications. Maintain an Immunization clinic for routine and travel immunizations and maintain logs with Federal requirements for record keeping of administered vaccines.
- Renders first aid and emergency treatment to the sick and injured on the consulate compound and visits patients at home or in the hospital as necessary to evaluate health status and monitor care provided.

QUALIFICATIONS REQUIRED

- Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, Western European or Indian equivalent (B.Sc. Nursing degree – 4 year course) is required.
- At least one year of hospital or outpatient nursing is required.
- Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.
- Level IV (Fluent) Speaking / Reading English is required. Level III (Good Working Knowledge) of Telugu or Hindi.
- Must have knowledge of general nursing principles and practice and have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics and immunizations generally used in American Medical practice. Strong interpersonal skills and a client oriented disposition is required.
- Ability to develop and manage Consulate Hyderabad's health care program, under the medical supervision of the Post Medical Officer and the RMO. The incumbent must show initiative in identifying objectives, exercise good management practices and follow-through, and must be cognizant of the laws surrounding patient privacy issues.

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/job_opportunities.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

Please insert “**HYD-09-18**” (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 **April 05, 2010**.

Cleared by: MGT - WBoyle
Drafted by: HR – KSharma

AN EQUAL OPPORTUNITY EMPLOYER