



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 13-058

OPEN TO: All Interested Candidates

POSITION: Medical Technician, FSN-0515-08, DLA-502002,
(Personal Services Agreement)

OPENING DATE: September 25, 2013

CLOSING DATE: October 09, 2013

WORK HOURS: Full-time; 48 hours/week
**(Applications must be received no later than Close of Business
17:00 Hrs.)**

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-06
Ordinarily Resident (OR) - Grade: FSN-08*
*Starting salary will be determined on the basis of qualifications and
experience, and/or salary history.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions) MUST HAVE THE
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR
CONSIDERATION.**

The U.S. Embassy in New Delhi is seeking an individual for the position of Medical Technician in the Medical Unit.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, 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.

BASIC FUNCTIONS OF POSITION

Under the supervision of Regional Medical Laboratory Scientist, the incumbent will provide full range of professional clinical laboratory services to American staff.

Performs duties, though not limited to the following:

Laboratory services during assigned work hours:

- Perform waived and non-waived diagnostic laboratory testing in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology to employees.
- Perform laboratory procedures to aid in the diagnosis of infectious and tropical diseases (HIV, malaria, shistosomiasis, dengue fever, typhoid, etc.)
- Make independent decisions as well as modifications and adaptations in methodology and confirmatory testing in order to achieve valid results.
- Perform appropriate laboratory testing to gather important epidemiological information from an infectious disease outbreak.

Collect labels, and processes patient specimens:

- Follow specific Standing Operating Procedures for the collection and handling of all tests specimens dependent upon the test requisition.
- Assure proper collection and processing of PAP and biopsy specimens.
- Follow International Civil Aviation Organization (ICAO) and Department of Transportation (DOT) regulations for the shipment of bio-hazardous, diagnostic and infectious specimens.
- Assure that all test results on specimens sent out of the health unit laboratory are received in a timely manner and reviewed by the provider.
- Prepare possible bio-terror specimen (e.g. white powdery substance) for shipping to a test facility.

Adhere to an established Quality Assurance Program:

- Follow written policies and procedures for all laboratory testing and quality control procedures.
- Adhere to established policies for handling unacceptable specimens due to improper collection, handling, age, storage, etc.
- Perform daily, monthly and quarterly maintenance on the laboratory's complex electronic instruments, resolves technical problems, and initiate remedial actions.
- Monitor temperatures of the laboratory, refrigerators, freezers, incubators and heating blocks to assure proper conditions for testing and storage of supplies.
- Review all laboratory reports before results are distributed to medical providers.
- Participate in quarterly proficiency testing surveys. Submit the results to the proficiency-testing provider within the required time period. Take corrective action when necessary.
- Retain documentation of review and remedial action for each result that does not fall within acceptable limits.

Maintain custody and proper internal controls for the Health Unit Laboratory:

- Responsible for the ordering and inventory control of laboratory reagents and supplies.
- Manage laboratory budget (annual supply budget up to \$50,000).
- Prepare supply orders, assuring that all items are compatible with existing equipment, submit order and follow through until supplies are received and invoices paid.
- Maintain laboratory equipment maintenance contracts with outside companies.

Maintain post's Walking Blood Bank:

- Maintain Walking Blood Bank database to include blood types on everyone under the Medical program.
- Maintain a list of potential volunteer donors.
- If local blood bank cannot be used, responsible for the collection of donor blood, processing, testing of donor blood, compatibility testing, labeling, storage, and transport of blood to an individual requiring an emergency blood transfusions.
- Maintain good working relationship with local blood bank. Assist in cases of emergency to local blood banks in sponsoring blood draws within the embassy, consulate or international community.

Responsible for arranging payment and translation of tests:

- Request fund cites form MED for diagnostic testing performed by local reference laboratories.
- Verify and approves laboratory bills for payment (based on authorization) related to the clearance exam which could not be performed in-house.
- Collect local currency from patients to send to laboratories for payment of tests.
- Translate or arrange translation of laboratories report into English.

Participate in disease prevention/health education program:

- Assure proper collection and tests samples from Mission's water supply.
- Perform food safety inspections of embassy, consulate, marine house, American Club, AID or school cafeteria/snack bars.
- Conduct and/or translates for health education programs to include food safety and infection control
- Collect blood specimens from children of less than six years of age for blood lead screening.
- Collect samples for the Department of State DNA samples and that documentation is error-free.

Serve as point of contact for Foreign Service Regional Medical Laboratory Scientists, Health Practitioners, and Office of Medical Services:

- Control Officer for regional visits by the Regional Medical Laboratory Scientist.
- Regular communication by phone and E-mail with RMT/RMO/FSNP.

Oversee the implementation and adherence to the Health Unit's Exposure Control Plan for bloodborne pathogens:

- Responsible for disposal and incineration of all health unit medical waste per OSHA regulations. Maintain required documentation.
- Evaluate new safety products for the workplace to minimize bloodborne pathogen exposures.

Oversees the implementation and adherence to the Health Unit's Hazardous Chemical Control Plan:

- Maintain on file Material Safety Data Sheets (MSDS) for all hazardous chemicals used by the laboratory as well as medical providers.

- Ensure the proper labeling, storage, handling, and disposal of hazardous chemicals.

Maintain current working knowledge and relationship with the local reference laboratory directors and their facilities:

- Maintain list of acceptable local reference laboratories and copies of their test menus, specimen collection and handling requirement, test methodology or equipment, and price listings.
- Identifies new local laboratory and blood bank facilities for the Regional Medical Laboratory Scientist to access during regional visits.

Reporting requirements:

- Report test results according to established procedures.
- Submit annual Statistics Report on testing to MED/LAB Washington, D.C.
- Submit Monthly Quality Control and Statistics Report to the Regional Medical Laboratory Scientist.
- Prepare Food Safety Inspection Report.

Must be available outside of normal Embassy work hours:

- Available for work weekends and holidays when necessary to complete microbiological testing.
- Attend continuing medical education conferences held outside of country as schedules.
- Available to respond to the Embassy on an emergency basis.

Supervise and instruct subordinate technicians, laboratory helpers, or janitors:

- Plan, assign, and supervise the work of subordinate employees.
- Perform performance appraisals of employees.
- Develop and coordinates the teaching and training function of the laboratory.

Additional Duties and Regional Duties:

- Provide training on quality assurance measures, specimen handling, latest technology, waived testing, and other laboratory topics.
- Maintain written or electronic records of policies and procedures for the health unit laboratory.
- Provide technical and procurement assistance to other regional Embassies and African posts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

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

1. University degree in Medical Laboratory Technology (BMLT) is required.

2. Two years of clinical laboratory experience in a) a hospital, or b) a health agency, or c) a medical research program with U.S. Federal Agency, or d) US Embassy/Consulate Health Unit is required.
3. Levels III (Good working knowledge) in English and Hindi is required (Speaking/ Reading/ Writing). **(When applying for the position, please indicate your level of proficiency for these languages).**
4. Proficiency in specimen collection procedures and phlebotomy technique, strong interpersonal skills and a client-oriented disposition. Knowledge of laboratory equipment preventive maintenance and troubleshooting.
5. Ability to use computer applications such as MS Word, Excel, E-mail is required.

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 U.S. 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 applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website http://newdelhi.usembassy.gov/job_opportunities.html **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**

3. A combination of both; i.e. Sections 1 -24 of the UAE 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-0214 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) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Attention: S/HRO
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **13-058** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

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, 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 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).

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
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)
- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

CLOSING DATE FOR THIS POSITION: (October 09, 2013)

The U.S. Mission in New Delhi 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.

Drafted: HR: USerial

Cleared: HR:VBhayana

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Approved: D/HRO: CAFagan