Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-67

OPEN TO: Third Country Nationals Only

POSITION: Professional Registered Nurse; FSN-9

OPENING DATE: December 7, 2011

CLOSING DATE: December 20, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: $29,900 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars**.

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Professional Registered Nurse in the Regional Medical Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The incumbent of this position will serve as a U.S. Registered Professional Nurse or Western European equivalent trained Registered Professional Nurse with comparable license. The incumbent will provide the full range of professional nursing services to Americans at post.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tcns.html

QUALIFICATIONS REQUIRED

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

1. Degree from a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico or the equivalent in Western Europe.

2. Prior work experience of no less than two years in a health related field is required.

3. Language requirements include level IV (Fluency) in English is required.

4. Thorough knowledge of American nursing standards of care is required.

5. Ability to administer adult and pediatric immunization program according to current CDC standards; strong interpersonal skills and client-oriented disposition. Must be able to perform basic word processing on the computer.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828
FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: December 20, 2011

The U.S. Mission in Baghdad 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.

Approved: KKilpatrick, BGD/RMO
Cleared: AMEveritt, ISU/HRO
Drafted: AAliah ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

(1) Is neither a citizen of the United States nor of the country to which assigned for duty.

(2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.

(3) Is on a limited appointment for a specific period of time.

(4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

A. Position Title
B. Position Grade
C. Vacancy Announcement Number (see top of page)
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. Permanent U.S. Resident (Yes or No; if YES, provide number)
H. U.S. Social Security Number and/or Identification Number
I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
K. Days available to work
L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
M. Education
N. License, Skills, Training, Membership, & Recognition
O. Language Skills
P. Work Experience
Q. References

Professional Registered Nurse Capsule Position Description FSN - 9

The incumbent must be a professionally registered nurse in the United States or Western Europe. The incumbent is responsible for the health orientation for new arrivals; this includes but is not limited to preparing and giving the presentation and scheduling times for the orientation. The employee is also responsible for helping with any medical appointments for all Mission employees; this includes but is not limited to preparing cables for funding, assisting with clinical examinations and shipping lab specimens to MED as necessary. In addition, the incumbent is also responsible for coordinating any Medical Evacuations (MedEvac) and local hospitalizations of Foreign Service employees; this includes but is not limited to preparing forms and cables, acting as liaison between local and USG providers, assisting in patient care and accompanying as needed. The employee maintains the immunization clinic and travel vaccinations. He or she serves as the point of contact for visits from Medical offices. Furthermore, the incumbent maintains an occupational health clinic by maintaining inventory, providing patient care, evaluating patients, providing recommendations, and maintaining accident logs as well as other duties. The incumbent acts as a contact with local providers and must maintain a positive relationship with outside contacts. In addition, the employee provides monthly statistical reports and is responsible for the Mission's health promotion program. The incumbent may be asked to work outside of normal office hours, serve as Alcohol/Drug Abuse Counselor, and maintain written or electronic records of policies and procedures.