

## VACANCY ANNOUNCEMENT

(Announcement No. 14/07)

**OPEN TO:** All qualified candidates  
**POSITION:** Nurse, FSN-9  
**OPENING DATE:** March 26, 2014  
**CLOSING DATE:** April 11, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Actual salary will be based on the qualifications of the applicant.

**NOTE: THIS IS A LOCAL POSITION. THE SELECTED CANDIDATE WILL COME UNDER LOCAL LABOR LAW, AND BE PAID ACCORDING TO THE EMBASSY'S LOCAL COMPENSATION PLAN. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Vientiane is seeking an individual for the position of a **Nurse** in the Health Unit, Management Section.

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

Provide medical care, health promotion, health prevention, health education and perform a wide range of administrative duties regarding healthcare.

(Full position description may be obtained from HR Office.)

### **QUALIFICATIONS REQUIRED:**

#### **Education:**

Completion of four-year degree in the medical field. Must hold a valid medical license.

#### **Prior Work Experience:**

At least three years experience in medical field, preferably in family practice or emergency room.

#### **Language Proficiency:**

Fluent spoken and written English (level IV). Good working knowledge (level III) of Lao in both spoken and written is required.

#### **Job Knowledge:**

Must be intimately familiar with the capabilities of local health care facilities and providers. Must have knowledge of clinical procedures, medications, and immunizations.

#### **Skills and Abilities:**

Familiar with basic computer skills including Microsoft Windows, Outlook, Word and Excel.

### **HOW TO APPLY**

Interested applicants for this position must submit the following for the application to be considered:

1. Universal Application for Employment (Form DS-174). Download the form at: [http://laos.usembassy.gov/job\\_opportunities.html](http://laos.usembassy.gov/job_opportunities.html)
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that Addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
Rue Bartholonie, That Dam  
PO Box 114, Vientiane, Laos  
(Hardcopy or e-mail attachments are accepted)

**POINT OF CONTACT**

Telephone: 856-21-267176  
Fax: 856-21-267140  
E-mail: [VientianeHRO@state.gov](mailto:VientianeHRO@state.gov)

Interested persons should contact Embassy Human Resources Office for more information. Blank application forms may be picked up from the cabinet inside the Embassy entrance.  
Only shortlisted candidates will be notified.

**CLOSING DATE FOR THIS POSITION:** April 11, 2014

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