

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 14-006

OPEN TO: All Interested Candidates

POSITION: **Medical Officer**

OPENING DATE: June 6, 2014
CLOSING DATE: June 20, 2014
WORK HOURS: **Part time – 16 hours per week**
SALARY: **FSN-11*, FP-4****

*Ordinarily Resident (OR): 34,328 EUR/year (gross) (**PLEASE NOTE** that the salary amount listed is an annual salary estimate for a full time work schedule (40 hours/week) position). Hourly rate is 16.50 EUR/hour (gross)); (Position Grade: FSN-11)

Not-Ordinarily Resident (NOR): \$53,543USD/year (PLEASE NOTE** that the salary amount listed is an annual salary estimate for a full time work schedule (40 hours/week) position. Position Grade to be confirmed by Washington)

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

The U.S. Embassy in RIGA is seeking an individual for the position of Medical Officer.

BASIC FUNCTION OF POSITION

Provides professional medical services to and oversees the health care, both routine and emergency, of approximately 40 American direct hire employees and approximately 80 American dependents of all agencies at post. Maintains regular doctor's office hours for American employees and is available 24 hours per day and 7 days per week for emergency medical calls. Provides professional advice on medical services/consultants available locally and monitors patients hospitalized locally. Provides limited support for the management of locally employed staff health care.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Lauma Uzija, HR Manager, ext. 7218.

QUALIFICATIONS REQUIRED

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

1. **Education:** Collegiate degree of Doctor of Medicine (M.D.), completion of an approved internship and residency program, and a license to practice medicine acceptable in Latvia and comparable to requirements in the U.S. is an essential requirement.

2. **Prior Work Experience:** Completion of a formal internship and a minimum of three years of formal residency training or equivalent training as certified by M/MED are required. Prior practice of at least 6 years of progressive experience in one of the following: internal medicine; family practice; emergency/intensive care is required.

3. **Language requirements:** Level 4/4 (fluent) speaking/reading /writing English and Latvian required. Fluency in use of professional medical terminology in both languages is required.

4. **Other skills and abilities:**

Must have general practice knowledge and understanding to deal with all types of cases seen in Health Unit. Specifically:

- Must have knowledge and understanding of Advanced Cardiac Life Support, Pediatric Advanced Life Support, Advanced Trauma Life Support and Emergency Preparedness for chemical, biological and radiological situations;
- Attend annual Continuing Medical Education (CME) training and seminars to stay current with medical practice at U.S. and European standards;
- Should be aware of occupational, safety and health administration regulations and practices in line with U.S. and European standards;
- Triage; start IV's; administer O2; perform minor surgery Phlebotomy.
- Must be sensitive to needs and feelings of others and be approachable to every person at post in order to obtain and maintain the trust and confidence of employees and dependents. Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential in this position. Must have strong customer service skills.

5. **Availability:** Must be available 24 hours per day and 7 days per week for emergency medical calls.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

2. 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; **or**

3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

3A. 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 (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

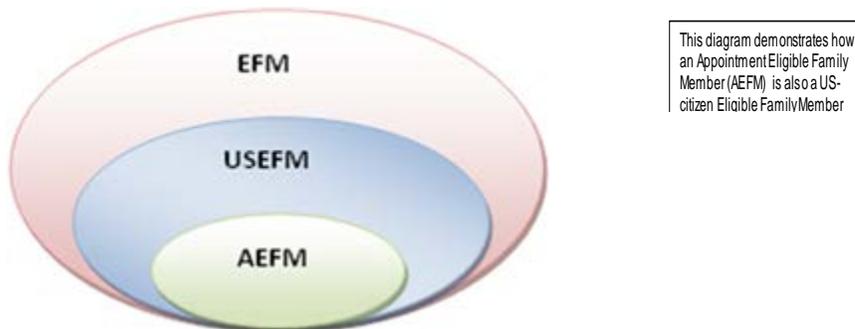
Human Resources Office

Re: [Medical Officer \(Part Time Work Schedule\)](#), U.S. Embassy, Samnera Velsa iela 1, Riga, LV-1510 or e-mail to UzijaLX@state.gov

POINT OF CONTACT

Lauma Uzija, HRM, Telephone: 6710-7218, e-mail: UzijaLX@state.gov

DEFINITIONS



1. **Eligible Family Member (EFM)**: An individual related to a US 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. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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, 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 US Citizen.

4. **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 US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US 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.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: June 20, 2014

The U.S. Mission in Riga 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.