



**Vacancy Announcement
U.S. Embassy
Monrovia, Liberia**

ANNOUNCEMENT NUMBER: 15-61

OPEN TO: ALL INTERESTED CANDIDATES / All Sources

POSITION: **Infection Prevention Control Specialist, FSN-10, FP-5**

OPENING DATE: November 6, 2015

CLOSING DATE: November 20, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **Ordinarily Resident (OR): \$24,187 per annum starting salary (Position Grade: FSN-10)
*Not-Ordinarily Resident (NOR): FP-5
*Final grade/step for NORs will be determined by Washington

LENGTH OF HIRE: FIXED TERM NOT TO EXCEED TWO YEARS.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking eligible and qualified applicants for the position of **Infection Prevention Control Specialist** within the Centers for Disease Control and Prevention Office (CDC).

BASIC FUNCTION OF POSITION:

The incumbent serves as an infection prevention and control (IPC) specialist providing technical assistance to the Ministry of Health (MoH) and in-country partners to plan, implement, and evaluate activities related to IPC. The CDC IPC Specialist will assist host country and other stakeholders with developing and implementing practices and policies to improve prevention, investigation, monitoring and reporting of the spread of diseases in healthcare facilities. The job includes education of healthcare workers regarding infection control protocols and policies. Incumbent will work with MoH and key technical partners to develop and promote the implementation of an IPC monitoring and evaluation (M&E) plan, and provide on-going technical support for IPC data collection and analysis. The IPC Specialist will be responsible for monitoring the implementation of CDC funded IPC activities in the field by conducting regular site visits.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Bachelor's degree in Medical Sciences or related sciences, or nursing degree is required. A copy of the degree must be submitted with the application.
2. Minimum of five years progressively responsible work in nursing or public health is required. At least two years of this experience must include working with MoH, the Liberian public health system, and/or Non-Governmental Organizations.
3. Level IV (Fluent) Speaking/Writing/Reading English is required.
4. A thorough knowledge of Ebola Virus Disease and other infectious diseases is required, as is knowledge of EVD-related counseling, infection prevention and control, and public health surveillance and information systems. A good knowledge of computers, including Windows, word processing, and e-mail is required. The incumbent must possess knowledge of host country specific health delivery systems. Working knowledge of the objectives and operations of the USG, or the program activities of other international donor organizations, is required. In-depth specialist knowledge of public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of public health disease programs is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.
5. Must possess the sensitivity and maturity to deal appropriately with EVD and IPC issues. A demonstrated ability to work effectively with persons at all levels of the public health system is also required. Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with other USG, host country, national and international working partners and to prepare required written reports. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. The incumbent will be expected to exercise considerable ingenuity and tact in applying IPC guidelines to unique and different settings. Considerable innovation will be required to ensure that partners implement CDC funded IPC projects adequately and follow-up with them on a regular basis to ensure any mistakes are corrected in a timely manner.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website and/or by contacting the Human Resources Office, (231) 77677211).

SELECTION PROCESS:

When qualified, applicants who are US Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are ineligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); **and**
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office
Attention: **Infection Prevention Control Specialist**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia
Or Email to RecruitmentMonrovia@State.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Monrovia 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.

Appendix A – DEFINITIONS

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined as individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse; **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, 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; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 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 or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: (November 20, 2015)

Drafted: HRA: PSMorris

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[Signed copy with HR Office]