

United States Mission Vacancy Announcement

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| No. 2012-103 | Date: November 6, 2012 | Ref: A50202 |
| Subject: | HEALTH UNIT REGISTERED NURSE | |
| Location: | LAGOS – U.S. CONSULATE GENERAL | |
| Applicability: | ALL INTERESTED CANDIDATES | |

OPEN TO: All Interested Candidates

POSITION TITLE: Health Unit Registered Nurse, FSN-08 (ERR*)

OPENING DATE: November 6, 2012

CLOSING DATE: November 19, 2012

WORK HOURS: Full Time; 40 hours/week

SALARY: **OR – Ordinarily Resident**– \$34,930
Position Grade: FSN-08, ERR*

NOR - Not Ordinarily Resident – AEFM - US\$44,737
EFM/MOH – US\$38,394 (Starting Salary) p.a.
Position Grade: FP-06

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The **U.S. Consulate General, Lagos** is seeking to employ a suitable and qualified candidate for the position of Health Unit Registered Nurse in the Medical Unit office.

BASIC FUNCTION OF THE POSITION:

The incumbent assesses outpatient medical problems of direct hire Embassy staff and dependents, some emergency on-the-job injuries of the FSN staff, and dispenses medications under the Regional Medical Officer (RMO) direction. In the RMO's absence incumbent triages medical problems, managing minor illnesses, referring more serious illness to local medical practitioner and monitoring their status. The nurse actively maintains current emergency supplies for pandemic influenza and other health emergencies. Incumbent is an active instructor in emergency training programs for the mission.

To obtain a copy of this announcement please visit our Mission websites at:
http://nigeria.usembassy.gov/hr_office.html

POSITION REQUIREMENTS:

NOTE: All applicants **MUST address each selection** criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. **Must have graduated from a professional nursing school** with a current unrestricted Registered Nurse license from the U.S.A., Puerto Rico, Western European equivalent or B.Sc. Nursing degree is required.
2. At least two (2) years of professional nurse experience in a medium size hospital and active involvement in health promotion activities such as smoking cessation, weight reduction, well child anticipatory guidance, emergency first aid, prenatal classes, community emergency response, CPR, safe food services, health lifestyle, and HIV protection is required.
3. Level IV English language ability (Fluent) Speaking/Reading is required.
4. Must have strong interpersonal skills and client-oriented disposition and familiarity with the American Nursing standards of care.
5. Must be able to perform basic nursing functions such as obtaining vital signs, histories and making assessments.
6. Must be proficient in Microsoft Word and Excel applications.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate 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. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of the employment.
4. Currently employed NORs hired under a Personnel 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.
5. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.

TO APPLY:

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. Application for US Federal Employment Form (**DS-174**) or a **current resume or curriculum vitae that provides the same information as a DS-174; plus**
2. Candidates who claim US 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.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America

Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4274

Fax: 09-461-4036

DEFINITIONS

1. 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:
 - A. 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
 - B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- 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.

3. 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: November 19, 2012

The US Mission in Nigeria 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.

An Equal Opportunity Employer

Drafted: HR:AUzoma

Cleared: D/HRO:NTomanovic-Bohne

Cleared: FMO:KBohne

Cleared: MED:JFlattum-Riemers