

United States Mission Nigeria

Vacancy Announcement

No. 2016-028	Date: April 4, 2016	Ref: A96036
Subject:	SCIENCE PROGRAM SPECIALIST	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Science Program Specialist FSN-10/FP-05/5

OPENING DATE: April 4, 2016

CLOSING DATE: April 18, 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: **OR – Ordinarily Resident**–N8,795,684 p.a
(Starting basic salary) Position Grade: FSN-10
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

NOR - Not Ordinarily Resident –AEFM/EFM–US\$49,804
(Starting Salary) p.a. Position Grade: FP-05/5*

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 CHIEF OF MISSION (COM) AUTHORITY DOES HAVE TO BE ASSIGNED OFFICIALLY TO POST.

The **U.S. Embassy in Abuja** is seeking to employ suitable and qualified candidates for Science Program Specialist position in the Centers for Disease Control (CDC) Nigeria.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF THE POSITION:

Under the supervision of the Senior Science Advisor, the incumbent serves as a focal point to support the coordination and clearance of all CDC supported research projects, manuscripts and abstracts. S/he will actively supports and facilitates the development, review and clearance process for all research projects, public health evaluations, surveys, and special study protocols as well as the ethical review and Institutional Review Board (IRB) process for all research activities funded by HHS/CDC and carried out by implementing partners in Nigeria. The program advises CDC technical staff and staff of collaborating partners on clearance requirements and the clearance process for any proposed activities funded by HHS/CDC which require clearance. Additionally, s/he maintains and updates all files and documentation associated with the clearance process and research agenda in CDC Nigeria.

POSITION REQUIREMENTS:

NOTE: All applicants **MUST address each** required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Master's degree in any of the following: Medicine, Public Health, Epidemiology, Applied Science, Behavioral Sciences or related field is required.
2. Minimum of five (5) years responsible experience working as a researcher/research officer with research institute(s) or health institutional review board(s) is required.
3. Level IV (fluent) Speaking/Reading/Writing in English is required. Language Proficiency will **be tested**.
4. Thorough knowledge of human subjects research protection requirements to provide detailed guidance to investigators on regulatory and procedural issues. Good working knowledge of the research process as well as documentation and procedures required for the ethical review, clearance of projects and funding restriction mechanisms for these activities is required.
5. Knowledge of the structure of the public and private health sector of Nigeria, priorities, strategies and players is required. Knowledge of Nigeria health research policies and National Code of Health Research Ethics as well as local Institutional Review Board processes is required.

6. Proficiency in MS Office, statistical software packages and Institutional Review Board Protocol Management System is required. **FOR FURTHER INFORMATION:**

The complete position description listing all of the duties and responsibilities may be obtained on our website at http://nigeria.usembassy.gov/hr_office.html and/or by telephone number 09-461-4000 Ext 4261.

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
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 employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90

calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule

4. The candidate must be able to obtain and hold the local security certification after selection.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY

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

1. [Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus,
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.)
3. 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.
4. Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.
5. E-mails received without the appropriate subject line and incomplete applications will not be considered.

WHERE TO APPLY:

Email Address: HRNigeria@state.gov

****Mailed (paper/hard copies) applications will NOT be accepted.**

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. 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**.

DEFINITIONS

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

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, 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, or same-sex domestic partner 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.

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

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) 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.

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

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) 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.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either 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. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
 - (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

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.

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: APRIL 18, 2016