

United States Mission Vacancy Announcement

No. 2013-052A	Date: September 27, 2013	Ref: A50202
Subject:	HEALTH UNIT REGISTERED NURSE (REVISED)	
Location:	LAGOS – U.S. CONSULATE GENERAL	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Health Unit Registered Nurse, **FSN-08(ERR)/FP-06****
(This position will be filled at the FSN-08/FP-06 at the trainee level with promotion to target grade of FSN-09/FP-05 after one year service with the U.S. Embassy)

OPENING DATE: September 27, 2013

CLOSING DATE: October 10, 2013

WORK HOURS: Full Time; 40 hours/week

SALARY: **OR – Ordinarily Resident**– \$33,943
Position Grade: FSN-08, ERR*

NOR - Not Ordinarily Resident – AEFM - US\$44,737
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 provides the range of registered nursing health care services, including the rendering of first-aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO, FSHP or LE Staff medical provider. S/he maintains liaison with local health care providers; conducts health orientations for new arrivals and performs various other medical administrative functions.

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 be a graduate of a professional nursing school or college** that has the equivalent of RN training in the U.S. (to be confirmed by the Regional Medical Officer and M/MED) and be fully credentialed/licensed in Nigeria.
2. At least two (2) years of hospital or outpatient nursing is required.
3. Level IV English language ability (Fluent) Speaking/Reading is required.
4. Strong interpersonal skills, client-oriented disposition and familiarity with the American Nursing standards of care is required.
5. Basic nursing skills such as vital sign measurement, injection administration, and bedside nursing care is required.
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.
Or submit to HRNigeria@state.gov

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4261
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: October 10, 2013

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