

VACANCY ANNOUNCEMENT # 15/07/61

MEDICAL RESEARCH TECHNOLOGIST (BIOSAFETY AND QUALITY ASSURANCE) FSN-7 (OR); FP-7 (NOR)

From: Human Resources Office
Open to: All interested candidates
Opening Date: August 5, 2015
Closing Date: August 19, 2015
Work Hours: Full-time – 40 hours per week
Desired Start Date: September 21, 2015

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Medical Research Technologist in the Naval Medical Research Center Unit 6 (NAMRU-6).

BASIC FUNCTION OF POSITION

Responsible for the development, implementation, and management of programs and policies to ensure biological safety, bio hazardous materials security and technical compliance consultations in compliance with federal, Navy and local regulations throughout all NAMRU-6 Lima and facilities in Iquitos and Madre de Dios. Will also act as environmental coordinator for NAMRU-6. Oversee all aspects of quality assurance in compliance with the College of American Pathology (CAP) accreditation procedures, including developing and maintaining all documents in an organized fashion for bi-annual audit by outside inspectors. Leading quality assurance initiatives among laboratory personnel and critical review of quality assurance data. This person will be quality assurance resource for NAMRU-6 personnel.

Please note: At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS

INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

- 1. Education:** Bachelor's degree in Biological Sciences, Medical technology or related field.
- 2. Experience:** Three years of laboratory work and one year in biosafety related duties.
- 3. Language:** Level III (Good working knowledge) Speaking/ Reading English ability is required. Level III (Good working knowledge) Speaking/ Reading Spanish ability is required. This will be tested.
- 4. Job Knowledge:** Must have understanding of laboratory regulations, safety requirements, quality control and quality assurance measures, document control and policy development, and the requirements for laboratory accreditation are essential to this position. This individual will work closely with laboratory supervisors and technicians on developing policies and procedures in accordance with accreditation guidelines and requirements.
- 5. Skills and Abilities:** Must excellent organizational skills, independent and initiative-taking, data review and critical thinking, able to write and edit in English. Communication skills, writing and presentations (English and Spanish) are required. Must have leadership and supervisory skills. Knowledge of standard computer programs (MS Word, Excel, Access, Web browser) are required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Hiring Office will consider qualified applications in the following order:
 - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
 - b. internal candidates, and
 - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

5. Currently employed U.S. 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.
6. Currently employed NORs hired under s 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.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. 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; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

Submit applications to:

limarecruitment@state.gov

- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.

- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

Appendix A

DEFINITIONS

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 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 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, an under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. 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 [3FAM 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 [3FAM 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. A 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 this/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 U.S. citizen.

5. 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.

6. Ordinarily Resident (OR): A Foreign National or U.S. 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 U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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 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. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

CLOSING DATE: August 19, 2015

The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, 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.

Major Duties and Responsibilities of the Position

Conduct biological risk assessments and risk managements in coordination with Principal Investigators, laboratory supervisors, and employees, for identification of agent biohazards and hazards associated with work activities, and makes sure laboratory standards are rigorously

followed in compliance with state, federal, and local requirements. 20%

Prepare and update written materials for investigators and staff to reflect current state-of-the-art biosafety practices, including: Biosafety Manual, Biosafety Standard Operating Procedure (SOP) involving biological agents, Hazard Analysis and Risk Assessment for the laboratory operational procedures. 15%

Provide biological safety training for laboratory staff and ensure training records are maintained and accounted for. Conduct/support biological mishap notification investigation of incidents involving possible escape of potentially infectious or toxic material. Report findings and recommendations to Laboratory Director and to the Institutional Safety Council. 10%

Responsible of document control (SOP's, policies, instructions) for Quality Assurance purposes. 20%

Make sure to maintain compliance with CAP accreditation requirements and assist with organization and documentation of Quality Assurance meetings. 15%

Ensure compliance with Overseas Baseline Guidance Document (OEBGD) related to environmental regulations and support environmental audits. 10%

Lead preparation for bi-annual inspection by the CAP. Provide guidance to laboratory staff on Quality Assurance. 10%