VACANCY ANNOUNCEMENT # 15/08/65

NURSE PRACTITIONER
FSN-10 (OR); FP-5 (NOR)

From:	Human Resources Office
Open to:	All interested candidates
Opening Date:	August 7, 2015
Closing Date:	August 21, 2015
Work Hours:	Full-time - 40 hours per week
Desired Start Date:	September 21, 2015

ALL ORDINARILY RESIDENT (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 Nurse Practitioner in the Health Unit (HU).

BASIC FUNCTION OF POSITION

The incumbent serves as the Health Practitioner (either a Medical Doctor, Physician's Assistant, or Nurse Practitioner) responsible for providing medical services (i.e. diagnosis and treatment of patients, etc.) to employees and dependents of the Mission and associated agencies. Will assist in providing medical guidance to other members of the HU staff and performs other professional duties not involving patients, such as medication ordering, medical education, etc. The incumbent of this position reports directly to the Medical Officer.

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: Masters or equivalent (M.D. degree, PA certification or Nurse Practitioner certification) is required.

2. Experience: At least four years of progressive experience equivalent in breadth and intensity is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing English ability. Level IV (Fluent) Speaking/Reading/Writing Spanish ability is required. This will be tested.

4. Job Knowledge: Must have good working knowledge of local medical system and facilities, medical professionals/specialists and local pharmacology. Must have good knowledge of current medical practices in Peru.

5. Skills and Abilities: Must be sensitive to the needs and feelings of others and be approachable and personable to obtain and maintain the trust and confidence of employees and their dependents. Must be flexible and able to learn the Department of State procedures. Local prescriptive privileges required.

SELECTION PROCESS

When equally qualified, US 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 receive 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 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 a 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. US 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 as a Locally Employed Staff or 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 US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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 requirements 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 5 MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted 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 Member (EFM):** An individual related to a US Government employee in one of the following ways:

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

2. **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:

    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 3 FAM 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 3 FAM 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. 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 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 do 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. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
H. 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 21, 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

Serves as Health Practitioner to provide professional medical services to American Employees and dependents assigned to the Mission and associated agencies. May also provide occupationally related medical advice to LES staff. May and assist the Medical Officer in providing guidance and oversight to locally employed Registered Nurse(s). Primary health care services provided include physical assessment, diagnosis, prescriptions, initial treatment and/or appropriate referral. Illnesses for which medical services are provided can range from minor complaints (i.e. colds, internal disturbances, muscle aches, minor injuries, etc.) to serious emergencies or injuries requiring hospitalization. Conducts hospital and home visits as needed. Gives physical examinations to American dependent children up to age 18 as well as pediatric State Department Clearance physicals. Assists in family counseling situations. Receives emergency calls after Health Unit working hours and on the weekends. Assists patients in obtaining local medications. Prepares medical and clinical data, which are required in order to complete a successful medical evaluation within the United States. As required accompanies patients to the final medical facility destination and provides detailed medical and clinical data to the receiving facility and medical team. The "Scope of Practice" must comply with evidenced medical training and limits of professional license. Also provides anticipatory guidance, including conducting specific seminars, to Mission staff on a variety of health issues, such as infant and prenatal care, nutrition, communicable disease prevention, food and water sanitation, and other medical topics pertinent to the health and safety of the community. Reviews and approves physical examinations given by private doctors for LES employees. Coordinates with local hospitals, surgeons, and medical specialists in connection with diagnosis, treatment, and care of employees and their dependents as well as monitors health care provided to Embassy personnel by local medical practitioner. Maintains and develops liaison with local physicians, specialists, clinics and hospitals, locates and maintains an on-going liaison with laboratory facilities. Reviews laboratory reports and evaluates efficiency of local laboratory facilities. Also maintains oral and written communication with the Regional Medical Office and with the Department of State Medical Division in Washington. Acts as advisor to the Management Section and the General Services Office on workplace and health and safety issues as well as on local public health issues.

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