

## VACANCY ANNOUNCEMENT NUMBER: 1/2013

**OPEN TO:** - Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), Members of Household (MOH), and [All interested candidates](#)

**POSITION:** **Medical Officer (part-time, 20 hours/week)**

**OPENING DATE:** January 15, 2013

**CLOSING DATE:** January 28, 2013

**WORK HOURS:** Part-time; 20 hours/week

**SALARY:** \*EFM/MOH/NOR: Position Grade: FP-3, to be confirmed by Washington  
\*Ordinarily Resident: Position Grade FSN-12; Gross Salary: 73,784 lei p.a. for part-time.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### **BASIC FUNCTION OF POSITION**

LE Staff physician Medical Officer provides medical services to all U.S. Direct Hire Americans and their dependents including all agencies at post as primary care physician. S/He sees the LE Staff as first responder in relation to work illness and/or injury. Although supervision and support staff with consultations are available, S/He works independently and has full responsibility for planning and administering the health program at post, including at-post hospitalizations and medical evacuations. S/He also assists as consultant and on-call physician for Americans and their dependents as well as high-level VIP visits.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 021-200-3567 or [HRBucharest@state.gov](mailto:HRBucharest@state.gov) if you need a copy.

### **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. M.D. either a collegiate degree as an emergency physician with generalized knowledge of primary and acute care or a generalized practitioner with emergency care training/experience, completion of an approved residency, and a license to practice medicine as a specialist, required. Specialty must be in either general family practice (with emergency training/experience) or emergency medical specialty in both adult and pediatrics;

2. A formal U.S. internship or a minimum of three years of formal residency training or equivalent training is required;
3. Good working Level of English (Level III) and fluent Romanian (Level IV), plus fluency in use of professional medical terminology are essential;
4. Must have strong knowledge and understanding of general medicine and acute care with ability to respond to emergencies during work hours at Post. Specifically: Must have knowledge and understanding of Advanced Cardiac Life Support, Pediatric Advanced Life Support, Advanced Trauma Life Support and Emergency Preparedness for chemical, biological and radiological situations;
5. Must be sensitive to needs and feelings of others and be approachable to every person at post in order to obtain trust and maintain the confidentiality of employees and dependents. Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential in this position. Must have a customer-service orientation and work well with patients and other staff members.

**NOTE:**

**An English Test will be administered to the candidates selected for interview, in order to measure their mastery of the English language.**

**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. 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.
4. 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.
5. The candidate must be able to obtain and hold a security clearance.

**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 or Family Member (DS-174) (The form can be downloaded from the embassy's site <http://romania.usembassy.gov/embassy/employment.html>); **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 Form DD-214 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.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Bucharest  
4-6, Liviu Librescu Str., Sector 1  
E-mail: [HRBucharest@state.gov](mailto:HRBucharest@state.gov)  
Phone: 021-200-3567 (Point of Contact)  
Fax no: 021- 200-3593

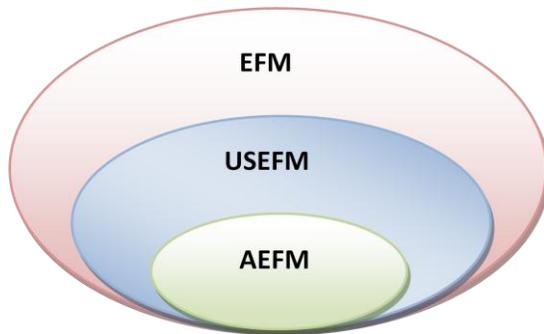
**CLOSING DATE FOR THIS POSITION: January 28, 2013**

*The U.S. Mission in Bucharest 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.*

**ONLY SELECTED CANDIDATES WILL BE CONTACTED**

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. 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. **U.S. Citizen Eligible Family Member (USEFM):** 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 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 U.S. 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 U.S. 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 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 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*)
- 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
- 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