



# U. S. MISSION

## Vacancy Announcement

### Riyadh – Jeddah - Dhahran

11- 142

VACANCY ANNOUNCEMENT - DHAHRAN

12/06/2011

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| <b>OPEN TO</b>      | <b>ALL INTERESTED APPLICANTS</b>   |
| <b>POSITION</b>     | <b>REGISTERED PROFESSIONAL NURSE, FSN-08<br/>POSITION NUMBER 100113</b>  |
| <b>OPENING DATE</b> | <b>TUESDAY, DECEMBER 06, 2011</b>  |
| <b>CLOSING DATE</b> | <b>TUESDAY, DECEMBER 20, 2011</b>  |
| <b>WORK HOURS</b>   | <b>WHEN ACTUALLY EMPLOYED (WAE)</b>  |
| <b>SALARY</b>       | <b>*ORDINARILY RESIDENT: POSITION GRADE: FSN-08, SR.<br/>77,702 FULL PERFORMANCE LEVEL (ANNUAL BASIC<br/>SALARY EXCLUDING ELIGIBLE ALLOWANCES)</b><br><br><b>*NOT ORDINARILY RESIDENT (NOR): POSITION GRADE:<br/>FP-06 US\$ 44,737</b><br><b>--GRADE DETERMINATION WILL BE APPROVED BY<br/>WASHINGTON.</b><br><b>--U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED<br/>FROM THE SALARY.</b> |

The U. S. Consulate in Dhahran, Saudi Arabia is seeking an individual for employment in country for the position of a When Actually Employed (WAE) **Registered Professional Nurse** in the Health Unit.

#### **BASIC FUNCTION OF THE POSITION**

This position functions as the Post's primary health care provider (WAE). The incumbent will provide the full range of registered nursing health care services, including the rendering of first aid, administering Post's immunization program, and evaluating and assessing a variety of medical conditions through physical examination. The incumbent will select the appropriate treatment under signed written nursing protocols or provide referral to the RMO, FSHP, or local medical care providers. Maintain liaison with local health care providers and help patients navigate and understand the local health care system. Conduct medical orientation for new arrivals, assess patient health needs, promote healthy living programs, perform various other

medical administrative functions, and coordinate with the RMO in Riyadh and MED to ensure patients' medical needs are known and met.

### **REQUIRED QUALIFICATIONS**

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

- 1. Education:** Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. Possession of a valid State license, or its equivalence, as a Registered Nurse is required and must be maintained throughout employment. Valid Saudi Registered Nurse license is required.
- 2. Experience:** At least two years of occupational health, hospital, or outpatient nursing experience is required. Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.
- 3. Language Requirements:** Level IV (Fluent) Speaking/Reading English with good knowledge in the use of professional medical terminology is required.
- 4. Knowledge/Other criteria:** Must be familiar with American nursing standards of care. Must have skills and ability to perform at the fully functional level in the Health Unit with confidence. Must be able to work independently at times with only telephone connection with RMO or FSHP available for consultation purposes. Must be able to administer adult and pediatric immunization program according to current CDC standards. A good working knowledge of and experience with current health promotion recommendations in the U.S. population is required. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred.
- 5. Other Skills:** The position requires good interpersonal skills and a client-oriented disposition. Fair Knowledge of modern medical office procedures and methods including telephone communications, office systems, and record keeping. Skills in operating a personal computer, including basic keyboarding/typing skills, and various software packages, is required. Incumbent must be flexible as needs arise and possess willingness to acquire new skills and adapt to a changing environment.

### **SELECTION PROCESS**

When equally qualified, US citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

4. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
5. 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.

### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214.
4. A clear copy of valid Saudi residence/work permit.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

In person: Front Gate, US Consulate General Dhahran

By mail: Human Resources Office, P. O. Box 38955, Dhahran 31952

By e-mail: [DhahranHR@state.gov](mailto:DhahranHR@state.gov) FAX: 03-3302123

### **POINT OF CONTACT**

Human Resources Office

Telephone: 03-3303200 ext 3086

### **DEFINITIONS\***

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.

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 U.S. 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.

EFM's 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).

**CLOSING DATE: CLOSE OF BUSINESS TUESDAY, DECEMBER 20, 2011**

**PLEASE NOTE THAT SHORT LISTING AND INTERVIEWS ARE NORMALLY COMPLETED WITHIN FOUR WEEKS OF THE CLOSING DATE. PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT HEARD FROM US WITHIN FOUR WEEKS OF THE CLOSING DATE.**

The US Mission in Saudi Arabia 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.