

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2013-020

OPEN TO: All interested candidates
POSITION: MEDICAL ASSISTANT
OPENING DATE: January 29, 2013
CLOSING DATE: February 12, 2013
WORK HOURS: Full-time position 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

*The U.S. Embassy in Dakar is seeking an individual for the position of **Medical Assistant***

Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to DakarHRO@state.gov

BASIC FUNCTION OF POSITION

Responsible for processing, routing and expediting official correspondence; performing administrative and operational duties to maintain medical unit order and patient flow; running laboratory tests; coordinating medical evacuations, outpatient and inpatient medical procedures at local hospitals and regional medical visits.

MAJOR DUTIES AND RESPONSIBILITIES

Submits recommendations for stock supplies and maintains inventory of HU materials, vaccines, and non-controlled medicines.

Performs patient intakes including vital signs, height, and weight; runs requested lab tests and performs quality control of laboratory. Updates inventory records of emergency medical kits and notifies staff of expiration dates. Assists medical staff with accessing and disseminating health education materials to HU users. Maintains vaccination records for all health unit users and reminds users of need for updates. Assist in Health Promotion programs and outreach programs. Keeps exam area stocked. Assist in escort to local facilities for HU users

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Minimum of nursing degree, medical technician, or higher
- b. **Prior Work Experience:** A minimum of two year experience as a nurse, medical technician, or other patient care provider. Preference for experience within English speaking community or health facility.
- c. **Post Entry Training:** On the job training and supplemental reading material in English
- d. **Language Proficiency:** Fluent in French. Good working knowledge in English.
- c. **Knowledge:** Working knowledge of computer applications, i.e. word processing, spreadsheet, email, and internet. Knowledge of basic health care projects.
- e. **Skills and Abilities:** Strong organization and administrative skills .Willingness to learn how to take vital signs and work with blood/other body fluids within lab setting

POSITION ELEMENTS

- a. **Supervision Received**
Incumbent is supervised by the Regional Medical Officer

b. Supervision Exercised

None

c. Available guidelines

State MED Regulations, ICASS Handbook, Foreign Affairs Manual, and Medical Unit Policies

d. Exercise of Judgment

The incumbent is expected to work independently with a minimum of direct supervision. Must be capable for prioritizing own work and managing time efficiently. Maintains strict confidentiality of all medical records and files.

e. Authority to Make Commitments

None

f. Nature, Level and Purpose of Contacts

Works with local medical contacts to assist RN, PA, and RMO when necessary

g. Time Expected to Reach Full Performance Level

One year

SELECTION PROCESS: Upon completion of the initial two-week mandatory announcement period, only Locally Employed Staff (LES) internal candidates who are currently employed by the Mission will be considered. If no internal candidate is selected, the position will be available to external candidates who are not employed by the Mission. When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

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 (OR) 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 US 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.
- (5) Currently employed Not Ordinarily Resident (NOR) employees 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.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.
- (4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their

application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: DakarHRO@state.gov

CLOSING DATE FOR THIS POSITION: February 12, 2013

The US Mission in Senegal 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.

DEFINITIONS:

1. Locally Employed Staff (LES): An individual currently employed by U.S. Mission Senegal.
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 below) 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. Eligible Family Member (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;
 - 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.
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.

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 General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

6. 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.