

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: DKR 2011-050

OPEN TO: All Interested Candidates
POSITION: NURSE, FSN-09 (OR Residents)/FP-5
OPENING DATE: November 4, 2011
CLOSING DATE: November 18, 2011 OR **until qualified candidate is selected**
WORK HOURS: 40 hours/week (Full Time)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. DOCUMENTS MUST BE PRESENTED TO HR OFFICE AT TIME OF APPLICATION OR YOUR APPLICATION MAY BE CONSIDERED INELIGIBLE.

The U.S. Embassy in Dakar is seeking an Eligible Family Member (EFM) or Ordinarily Resident (OR) citizen/individual with the required work permits for the position of Nurse in the US Embassy Dakar, Mission Medical Unit.

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 PersonnelDakar@state.gov.

BASIC FUNCTION OF POSITION:

This position functions as the Post's primary health care provider. The incumbent will serve as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the LES physician's assistant. The position will provide the full range of professional nursing services to American and Locally Employed Staff

QUALIFICATIONS REQUIRED:

All applicants must address each criteria detailed below with specific and comprehensive information supporting each item. Failure to meet the requirements established below will result in application being rated not qualified.

A. Education: Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

B. Prior Work Experience: At least two years of occupational health experience, with at least one year being with U.S. Federal agency or U.S. Embassy primary health care facility 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.

C. Post Entry Training: On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of both natural disasters and

those caused by weapons of mass destruction will be provided. Current CPR certification (which must be maintained throughout employment) is required.

D. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level IV Speaking/Reading French is desired.

E. Job Knowledge: Must be familiar with American Nursing standards of care. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred.

F. Skills and Abilities: The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Must be able to perform basic word processing on the computer.

- a. **Selection Process:** 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 (preferred method for ordinarily resident applicants), or current resumé/curriculum vitae (CV) that provides the same information as the OF-612, and,

(2) Letter of motivation addressing the qualification requirements of the position as listed above (if not included in application), and,

(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: PersonnelDakar@state.gov

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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.