

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 13-2013

OPEN TO: All Interested Candidates Within and Outside of the Mission

POSITION: Registered Professional Nurse (RN)

OPENING DATE: March 13, 2013

CLOSING DATE: March 27, 2013

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-05 (To be confirmed by Washington)
*Ordinarily Resident: FSN Grade 09

Note: All Ordinarily Resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.

See Definition for “Not-Ordinarily Resident” below.

The United States Embassy in Freetown is seeking an individual within or outside the Mission for the position of Registered Professional Nurse (RN). The position is located in the Health Unit and reports to the Foreign Service Health Practitioner.

The successful candidate may be hired at the FSN-08 level if s/he is not fully qualified for the full performance grade level.

BASIC FUNCTION OF THE POSITION:

The position functions as the Mission’s primary Nurse. The incumbent will serve as the U.S. professional Community Health Nurse, or Western European equivalent trained professional Nurse with comparable licensure. The incumbent will provide full range of nursing services to American staff and occupational health services to Locally Employed Staff (LES).

Duties Includes the following:

Orientation of newly arrived American staff; completion of the Patient Registration form to obtain medical clearances for all eligible beneficiaries; orientation about public health risks and preventive health behaviors; assessment of family health and immunization needs; continuous online research on medical developments and familiarity with the Health and Medical Information Booklet.

Coordinating Medical Clearance Examinations and preparing documentation to facilitate clearance or medical evacuation; scheduling appointments, labs and special test as required by Washington; assisting medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by Regional Medical Officer or the Foreign Service Health Practitioner; coordinating local hospitalizations for Foreign Service Personnel; maintaining an Immunization Clinic for Routine and Travel Immunizations; assessing patient's immunization needs and make recommendations.

Dispensing medications according to protocols approved by the RMO/FSHP; administering first aid and emergency treatment to the sick and injured anywhere on the Embassy compound as appropriate; visiting patient at home or in the hospital as necessary to evaluate health status and monitor care provided.

A copy of the complete position description listing all duties and responsibilities is available on the embassy internet and the Human Resources office.

QUALIFICATIONS REQUIRED

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

- 1. 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. Current CPR certification is required.
- 1. Experience:** Three or more years of experience conducting occupational health nursing, with at least one year in a United States, United Kingdom or other International organization. Experience teaching health promotion.
- 3. English Ability:** Level Four (4) English language ability in speaking and reading English required.
- 4. Other Criteria:** Knowledge of proper methods of immunization for pediatric and adult population according to standards of the Center for Disease Control (CDC) and Travax. Knowledge of HIPPA and ethics of nursing care. Knowledge of health promotion guidelines for children and adults according to the USPSTF and HEALTHY PEOPLE 2020.

5. **Other Skills:** Able to independently manage initial emergency care for a patient. Ability to collaborate with FSHP, RMO, RMO/P and other health professionals in caring for patients. Ability to safely carry out immunization program for adults and children. Ability to provide assistance for Medevac, hospitalization, prenatal examinations, well woman examinations, physical examinations, occupational health examinations. Ability to conduct inventory and order supplies and pharmaceuticals with oversight. Good computer skills - must be able to perform basic word processing on the computer; ability to perform online research and advice on medical developments. Ability to use computer for scheduling, ordering and inventory of supplies and pharmaceuticals.
6. **Interpersonal skills:** Excellent interpersonal and communication skills. Ability to deal tactfully with regular or temporary duty American personnel visiting the Health Unit. Must be compassionate to health situation of clients.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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. 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 Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.

TO APPLY

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

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Registered Professional Nurse)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075
Or send via e-mail to HRFreetown@State.gov

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and
 - Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MARCH 27, 2013

The US Mission in Freetown 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.