

MANAGEMENT NOTICE

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 014-2014

OPEN TO: All Interested Candidates/ All Sources

POSITION: Medical (Laboratory) Technician, FSN-08, FP-06

OPENING DATE: April 30, 2014

CLOSING DATE: May 15, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR)
(Position Grade FSN-08)

*Not-Ordinarily Resident (NOR)
(Position Grade FP-06)

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

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

BASIC FUNCTION OF POSITION:

The incumbent will serve as the U.S. Certified Medical Technologist with Western European, Western-equivalent education or American training. The employee will provide the full range of professional clinical laboratory services to U.S. Direct Hire, Military personnel, and eligible family members who are assigned to the U.S. Embassy in Freetown.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the HR Office at American Embassy, Hill Station or visit the website below to obtain a copy of the position description. Please see appendix C.

QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of education Secondary schooling and minimum of two years laboratory training required. Degree in Medical Technology, clinical laboratory service, chemistry, physical or biological sciences from a recognized institution is desired with 2 years' experience preferred or and Associate degree in Medical Technology with 5 years' experience, preferred.
- 2. Experience:** A minimum of two years of clinical laboratory experience in a hospital laboratory, health agency or medical research programs required, with at least one year of laboratory experience with a U.S. Federal Agency or U.S. Embassy primary health care laboratory is required. Experience must include understanding of the methods and techniques applied in performing professional clinical laboratory work.
- 3. English Ability:** Fluency in Written and Spoken English Language skills required.
- 4. Other Criteria:** Fully developed skills and knowledge of routine and complex lab in hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking and parasitology. Knowledge of parasitological diagnosis of malaria, including proper procedures to determine level of parasitemia. Proficiency in phlebotomy and specimen collection. Familiar with QI with CLIA-waived tests. Good understanding of lab equipment with ability to perform preventative maintenance and troubleshoot lab equipment. Fully developed skills to perform both routine and complex laboratory testing in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology. Must be familiar with U.S. laboratory standards of testing and quality assurance practices as defined by the Clinical Laboratory Improvement Amendments of 1988 (CLIA '88).
- 5. Other Skills:** Technical skills in hematology, bacteriology, clinical chemistry, parasitology, serology, and urinalysis. Training and familiarity with microscopy, hematology and chemistry analyzers. Basic computer skills, ability to use Excel and Word. Must be able to work independently at times with only telephone consultations with the RMT. Applicant must have a good understanding of General Anatomy, Medical Terminology, and Laboratory Science. Must have knowledge of laboratory equipment used in performing a variety of laboratory tests and skill in performing preventive maintenance.
- 6. Interpersonal skills:** Ability to independently identify factors that can invalidate patient laboratory results. Must use judgment in performing numerous laboratory procedures such as reading microbiology plates, evaluating quality control results and assessing appropriateness of patient specimens for testing.

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 EFMs 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. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.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
The Human Resources Section
(Application for Medical (Laboratory) Technician)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076/022-515-075

POINT OF CONTACT:
Human Resources Section: 076-515-000/079/961/624/078/708/790

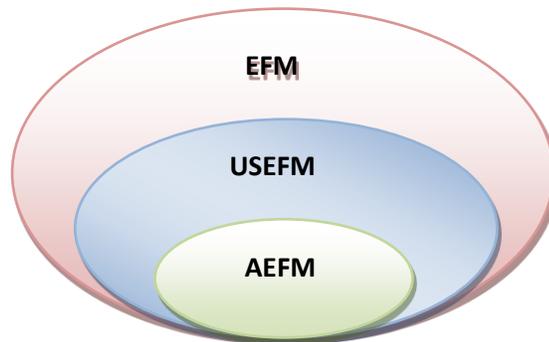
Note: All applicants must/must complete the DS-174 and attached their most current curriculum vitae to their application package. The embassy will not accept any applications that does not contain DS-174.

CLOSING DATE FOR THIS POSITION: May 15, 2014

The U.S. Mission in Freetown, Sierra Leone 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.

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.

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.
- 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

APPENDIX C

COMPLETE JOB DESCRIPTION - Medical(Laboratory) Technician

The incumbent provides all laboratory services, including parasitology, hematology, urinalysis, chemistry, microbiology, serology, immunology and blood banking, during assigned work hours and must be available for urgent or emergent lab services. Perform lab procedures to aid in the diagnosis of infectious and tropical diseases (HIV, malaria, shistosomiasis, dengue fever, typhoid, cholera, etc.)

Assess accuracy and validity of test results by applying knowledge of relevant scientific principles, identifies probable causes for irregular and atypical findings.

Evaluates laboratory test results and provides detailed information to medical providers as necessary. Selects appropriate action

Makes independent decisions as well as modification and adaptations in methodology and confirmatory testing in order to achieve valid results.

Performs appropriate laboratory testing to gather important epidemiological information from an infectious disease outbreak.

Performs phlebotomy safely and effectively

Collects, labels & processes specimens Follows specific Standing Operating Procedures (SOP) for the collection and handling of all test specimens dependent upon the test requisition.

Assures proper collection and processing of PAP and biopsy specimens

Ensures the proper storage and shipment of patient specimens for analyses, which must be performed by outside reference laboratories, each specimen having specific collection, processing, storage, and shipment requirements.

Assures storage and handling requirements are met for all requested tests on patient specimens and environmental samples

Follows International Civil Aviation Organization (ICAO) and Department of Transportation (DOT) regulations for the shipment of bio-hazardous, diagnostic, and infectious specimens.

Instructs providers and patients on proper specimen collection.

Assures that all test results on specimens sent out of the health unit laboratory are received in a timely manner and reviewed by a provider. Prepares possible bio-terror specimen (e.g. white powdery substance) for shipping to a test facility.

Adheres to an Established Quality Assurance Program

Follows written policies and procedures for all laboratory testing and quality control procedures.

Adheres to established policies for handling unacceptable specimens due to improper collection, handling, age, storage, etc.

Performs calibration and functional checks on all instrumentation at required intervals,

Performs daily quality control and evaluates these results to determine if patient test results are valid; determines cause of unacceptable results and initiates corrective action.

Establishes new QC lots ranges to maintain valid test systems
Documents all quality control testing, function checks, calibrations and temperatures.
Performs daily, monthly and quarterly maintenance on the laboratory's complex electronic equipment and precision instruments. Troubleshoots instruments, resolves technical problems, and initiates remedial actions. Monitors temperatures of the laboratory, refrigerators, freezers, incubators and heating blocks to assure proper conditions for testing and storage of supplies.
Maintains an organized record management system. Copies of all patient test reports, laboratory requisitions, instrument maintenance logs, and quality control and proficiency testing records are retained for five years.
Reviews all laboratory reports before results are distributed to medical providers
Participates in quarterly proficiency testing. Submits the reports to the proficiency-testing provider within the required time frame. Retains records of proficiency testing results and documents the review of each report. Takes corrective action when necessary. Retains documentation of review and remedial action for each result that does not fall within acceptable limits or is considered incorrect.

Maintains custody and proper internal controls for the Health Unit Laboratory (5% time)
Responsible to order and complete inventory of laboratory reagents and supplies.
Manages laboratory budget with supervision of FSMP.
Prepares supply orders in ILMS, assuring that all items are compatible with current MED/LAB policies and procedures, compatible with existing equipment and submits order to FSHP for review. Follows through until supplies are received and invoices paid. Keeps active and accurate records of orders, order date, time from order to receipt of order.

Maintains post's Walking Blood Bank. Maintains Walking Blood Bank database to Include blood types on everyone under the Medical program.
Maintains a list of potential blood donors.
Collects blood, processes, and tests donor blood for compatibility, labeling, storage, and transport of blood to an individual requiring emergency transfusion.
Updates SOP's for the Blood Bank and adheres strictly to AABB regulations.
Responsible for arranging payment of tests.
Request fund cites from MED for diagnostic testing performed by local reference laboratories.
Verifies and approves laboratory bills for payment, based on authorization, related to the clearance exam for testing that could not be performed in-house.
Participates in disease prevention/health education programs.
Assures proper collection and testing of Mission's water supply, including homes, Embassy, and AISF.
Performs food safety inspections of embassy, marine house, AISF.
Performs radiation survey, air quality studies, or other environmental sampling when requested.
Conducts health education programs to include food safety and infection control.
Collects samples for lead screening of children less than age 6.

Supervises education of kitchen staff and char force for compliance with water and food safety. Assist in maintaining positive relationships with healthcare community by providing educational programs twice yearly.

Serves as point of contact for Foreign Service Regional Medical Technologists, Health Practitioners, and Office of Medical Services.(10% time)

Control officer for regional visit by the Regional Medical Technologist

Regular communication by phone and email with the RMT/RMO/FSMP.

Oversees the implementation and adherence to the Health Unit's Exposure Control Plan Responsible for disposal and incineration of all health unit medical waste per OSHA regulations. Maintains required log and documentation.

Strictly adheres to policies and procedures established in the Exposure Control Plan.

Monitors the health unit staffs adherence to these policies. Provides Hepatitis B testing to verify immunity levels of all health unit staff.

Evaluates new safety products for the workplace to minimize bloodborne pathogen exposure.

Oversees the implementation and adherence to the health unit Hazardous Chemical Control Plan.

Maintains Material Safety Data Sheets (MSDS) for all hazardous chemicals used by the laboratory and health unit staff.

Ensures the proper labeling, storage, handling and disposal of hazardous chemicals.

Institutes work practices and engineering controls for the safe use of hazardous chemicals.

Maintains current working knowledge and positive relationships with local reference laboratory directories and their facilities

Maintains list of current acceptable local reference laboratories and copies of their test menus, specimen collection and handling requirements, test methodology or equipment and prices.

Identifies new local laboratory and blood bank facilities for the RMT to assess during regional visits.

Communicates regularly with the Regional Medical Technologist on the performance of local laboratories and blood banks.

Reporting Requirements

Report test results according to established procedures

Compiles and statistically analyzes monthly workload data in order to follow increased/decreased workloads, testing performed, laboratory supply usage, and epidemiological trends.

Submits annual statistical report on testing to MED/LAB in Washington D.C.

Submits monthly quality control and statistics report to RMT.

Submits continuing medical education report and competency assessment to RMT and FSMP.

Prepares food safety inspection report.

Submits accident report on all exposure incidents.

Reports critical values to medical provider immediately for prompt intervention (critical limits define the boundaries of the low and high life-threatening values of laboratory test results). Critical values include - incompatible cross match, presence of blasts on peripheral blood smears, new diagnosis or findings of leukemia, presence of sickle cells, abnormal urine crystals, positive blood cultures, combination of strongly positive test results for glucose and ketones in urine, highly elevated or decreased biochemistry values, etc.

****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**