



**Embassy of the United States of America
Bern, Switzerland**

Staff Notice 66-15
November 12, 2015



JOB VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: Professional Registered Nurse

OPENING DATE: November 23, 2015

CLOSING DATE: December 14, 2015

STARTING DATE: May/June 2016 or upon agreement

WORK HOURS: Part-time; 24 hours/week

POSITION GRADE: Ordinarily Resident, LES: LCP-09 (full performance level; entry grade depending on qualifications and experience) EFM: FP-05 (subject to confirmation by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. IN ADDITION A STATEMENT FROM THE DEBT COLLECTION OFFICE AND AN EXCEMPT OF THE CRIMINAL RECORD NEED TO BE SUBMITTED WITH THE APPLICATION.

The U.S. Embassy in Bern, Switzerland is seeking an individual for the position of a Professional Registered Nurse.

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 and is under the direct supervision of the Management Officer. The position will provide the full range of professional nursing services to American and Locally Employed Staff.

A significant amount of time for this position will be devoted to administrative and medical billing work.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: BernHRJobs@state.gov

QUALIFICATIONS REQUIRED

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

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.

Language proficiency: German, English Level IV, fluent;

Prior Work experience: At least two years of occupational health 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.

Skills and Abilities: The ability to administer adult and pediatric immunization programs according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. Driver's license required. Strong administrative and organizational skills.

Post-entry Training: On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, medical reporting, VIP visits, and management of both natural disasters and those caused by weapons of mass destruction will be provides. Current CPR certification (which must be obtained throughout employment) is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in his/her 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 Employee Performance Report are not eligible to apply.
4. Currently employed U.S. 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 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

Applicants interested in this position must submit the following in order for their application to be considered:

1. A current resume or curriculum vitae and a letter of motivation.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. A statement from the debt collection office and an exempt from the criminal record.
3. A copy of his/her Form DD-214 if the candidates will claim the U.S. Veterans preference.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Sulgeneckstrasse 19
3007 Bern
e-mail: BernHRJobs@state.gov

Incomplete applications will not be considered. If you do not hear from us within 3 weeks after the closing date you can assume that your application was not successful.

DEFINITIONS

1. **Eligible Family Member (EFM):** Family members at least age 18 on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority and who do not meet the definition of AEFM below.

2. **Appointment-Eligible Family Member (AEFM):** An EFM (see above) eligible for a Family Member Appointment (FMA) for purposes of Mission employment:
 - Is a U.S. Citizen;
 - Is a spouse, same-sex domestic partner, or child of the sponsoring employee if unmarried and at least 18 years old;
 - 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 agency that is under COM authority, and who is under Chief of Mission authority; and
 - Is residing at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and,
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.

3. **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 Local Compensation Plan (LCP).

4. **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 LCP.

CLOSING DATE FOR THIS POSITION: 'until filled'

The U.S. Embassy in Bern 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.

Drafted: G. Bieri
Approved: J. Watson
Distribution: All Candidates