

EMPLOYMENT OPPORTUNITY NURSE

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

The US Embassy is seeking for an individual for the position of Nurse in the Health Unit Section.

BASIC FUNCTION OF POSITION

Performs professional nursing duties for Embassy Health Unit, under supervision of local Medical Doctor and Regional Medical Officer, located in Nairobi.

Provides day to day health care and follow up to approx. 300 American direct hire employees and families.

Provides on-the-job medical review/referral to approx. 300 Locally Engaged Employees.

MAJOR DUTIES AND RESPONSIBILITIES

55%

Responsible for Health Orientation of all new FS employees. Initially interviews and evaluates walk-in and appointment patients including taking brief initial histories and referring to physician as deemed necessary. Treats and provides medication to those having minor complaints. Treatment under supervision of the Physician. Takes on call out of hours duties as per on call schedules.

5%

Administers immunizations to meet standard requirements, maintaining records of those necessary to maintain health of all Americans at post. Maintains an immunization clinic for routine and travel immunization. Dispenses malarial prophylaxis for employees and ensures those traveling have information requiring additional medications. Coordinates medical evacuations to regional centers determined by post Physician and/or RMO.

5%

Co-ordinates medical clearance examinations according to MED's guidelines. Performs limited physical examinations including checking blood pressure, administering EKG, vision, hearing evaluations. Discusses findings with Physician. Assists physician in minor office procedure

5%

Counsels employees on a variety of health subjects including nutrition, care of minor injuries and illnesses, family and health problems, infant and pre-natal care and food and water sanitation.

2%

Makes appointments with local physicians for patients in need of specialist care and follows up with both doctor and patient. Co-ordinates local hospitalizations of Foreign service personnel if required.

3%

Coordinates medical evacuations when it is determined that an American or dependent requires treatment not available locally including requesting authority from M/MED Washington, ensures travel orders are prepared, liaising with Regional Medical Officer by telephone/cable, notifying the medevac point of Incoming patient and requirements for treatment/hospitalization, and travel arrangements are made on a timely basis. May be required to accompany critical cases on medevacs.

5%

Prepares orders for needed laboratory tests and supervises the Medical Technologist in the absence of the Physician.

5%

Responsible for ordering and maintaining necessary medical and laboratory supplies, anticipating orders so that rapidly moving drugs are ordered with enough lead time that Pharmacy is well-stocked but not ordering in excess. Maintains pharmacy, medical supplies inventory inclusive of the alternate medical supplies and Chem. Bio supplies.

15%

Advocates and administers the Health Promotion Programme. Complies with reporting requirements.

Be available to take on-calls after official hours.

Under all circumstances the Physician at the Health Unit is the primary supervisor and has to be kept Informed regularly on any matters pertaining to the Health Unit.

QUALIFICATIONS REQUIRED

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

1. Education:

Graduate of a professional nursing school or college that has the equivalent of RN training in the U.S and be fully credentialed/Licensed in Tanzania is required.

2. Prior experience:

At least two years of hospital or outpatient nursing is required, with at least one year of occupational health experience with a U.S Federal Agency, U.S Embassy primary healthcare facility or International organization is required.

3. Language proficiency:

List both English and host country language(s) by level and specialization.

Level IV (fluent) English, speaking/writing and fluency in use of professional medical terminology required. Level II (Limited Knowledge) in Kiswahili speaking/reading is required.

4. Knowledge:

Must have up-to date nursing science and technology understanding. Must have strong interpersonal skills. Must be familiar with American nursing standards of care. Must be able to work independently at times with only telephone connection with the RMO or FSHP available for consultation purposes. Must be able to administer adult and pediatric immunization programs accordingly to current CDC standards. Experience in management or procurement of expendable medical supplies and equipment for ambulatory clinical care is preferred. Ability to counsel employees with physical, emotional or mental problems. Knowledge of symptoms to enable distinguish complaints and to provide treatment in an emergency situation in absence of physician. Knowledge of professional nursing principles, procedures and their application in a Health Unit setting is required.

5. Skills and Abilities:

Ability to use specialized medical equipment and techniques such as oxygen equipment, resuscitator, EKG machine, etc. Must have empathy, maturity, stability, objectivity, resourcefulness, adaptability and sound judgment. Must be able to perform basic word processing on the computer is required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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.

3A. 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type

- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
P.O. Box 9123
Dar es Salaam

POINT OF CONTACT

Telephone: 2294000, Ext: 4024/4233/4137/4148

The US Mission in Tanzania provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age(below compulsory retirement 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.

Only shortlisted candidates will be contacted