

JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 11HR-26

December 08, 2011

TO: All employees, all Agencies

OPEN TO: All interested Candidates
POSITION: Medical Technologist, FSN-8 (FP-06, AEFM only)
OPENING DATE: December 08, 2011
CLOSING DATE: December 22, 2011
WORK HOURS: When Actually Employed (WAE)

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

The U.S. Embassy in Togo is seeking a Medical Technologist in the Embassy Health Unit.

To apply, please go to: <http://Togo.usembassy.gov/vacancies.html>

BASIC FUNCTION OF POSITION

The incumbent will perform medical laboratory technician duties in the Embassy Health Unit during the absence of the Senior Medical Technologist and as required.

The major duties and responsibilities are pasted just after the signature (on page 4).

QUALIFICATIONS REQUIRED

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

1. Education: A minimum of a Bachelor's Degree in Medical Technology, Clinical Laboratory Science or Chemistry, Physical or Biological Science from a recognized institution is required. If non-western trained, the university should have the equivalent of MT training in the U.S.

2. Work experience: Two years of full time work in a medical clinical laboratory are required.

3. Language: Level III (good working knowledge) speaking/reading English and level IV (Fluent) French are required.

4. Knowledge: Knowledge of laboratory procedures, tests, examinations, and techniques, including use of laboratory equipment needed to provide post Medical Unit with requested laboratory data.

5. Skills: Ability to do personal researches, to keep abreast of new facilities, equipment and ways of conducting analysis.

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 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 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

Before applying, please make sure you carefully read the application instructions on the website.

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

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **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. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO All application documents **MUST** be scanned (PDF file) and submit to: HROLome@state.gov

CLOSING DATE FOR THIS POSITION: December 22, 2011

The U.S. Mission in Lome 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.

Harby Issa
Human Resources Officer

Duties and Responsibilities

- Manages a comprehensive, high quality laboratory, which meets the standard of the CLIA.
- Maintains up-to-date laboratory procedure protocols.
- Conducts all aspects of laboratory testing including specimen collection, phlebotomy, hematology, clinical, Chemistry, serology, urinalysis, parasitology, immunohematology, bacteriology, etc.
- Ensures a strong quality control program.
- Maintains a laboratory supply inventory and is responsible for procuring all lab supplies, reagents and test kits as needed.

Maintains the Medical Unit's Exposure Control Plan per OSHA regulations.

1. Provides laboratory services during assigned work hours.

- Performs waived and non-waived diagnostic laboratory testing in the areas of hematology, urinalysis, chemistry, microbiology, serology, immunology, blood banking, and parasitology to employees (US Direct Hire, pre-employment for LES, PCVs, any eligible beneficiary).
- Maintains photocopy of the lab results for 2 years .
- Performs laboratory procedures to aide in the diagnosis of infectious and tropical diseases (HIV for PCVs, malaria, shistosomiasis, dengue fever, typhoid, etc.).
- Assesses 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 according to protocols approved by the RMT/RMO/FSHP.
- Makes independent decisions as well as modifications and adaptations in methodology and confirmatory testing in order to achieve valid results.

2. Collects, labels, and processes patient 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 testing facility.

3. 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 value to determine if patient test results are valid; determines causes of unacceptable results and initiates corrective action.
- Establishes new QC lot ranges to maintain valid test systems.
- Performs correlation and precision studies for new equipment and test procedures.
- 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 (total value approximately \$50,000). Troubleshoots instruments, resolves technical problems, and initiates remedial actions. Monitors autoclave performance through daily and monthly quality control procedures. 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 patient test reports, laboratory requisitions, instrument maintenance logs, and

quality control and proficiency testing records are retained for two years with immune hematology and tissue banking records for five years.

- Reviews all laboratory reports before results are distributed to medical providers.
 - Participates in quarterly proficiency testing surveys. Submits the results to the proficiency-testing provider within the required time period. 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.
4. Maintains custody and proper internal controls for the Health Unit Laboratory.
- Responsible for the ordering and inventory control of laboratory reagents and supplies
 - Prepares supply orders, assuring that all items are compatible with existing equipment; submits orders and follows through until supplies are received and invoices paid.
 - Maintains laboratory equipment maintenance contracts
5. 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 volunteer donors.
 - If local blood bank cannot be used, responsible for the collection of donor blood, processing, testing of donor blood, compatibility testing, labeling, storage, and transport of blood to an individual requiring an emergency blood transfusions.
 - Maintains good working relationship with local blood bank.
6. Responsible for arranging payment and translation of tests
- Verifies and approves laboratory bills for payment (based on authorization) related to the clearance exam which could not be performed in-house.
 - Collects local currency from patients to send to laboratories for payment of tests.
7. Participates in disease prevention/health education programs.
- Assures proper collection and tests samples from Mission's water supply

- Performs lab testing of a sample of food collect from embassy snack bar
 - Conducts and/or translates for health education programs to include food safety and infection control.
 - Performs malaria slide demonstration during a pre-service training for the new PCVs
8. Serves as point of contact for Foreign Service Regional Medical Technologists, Health Practitioners, and Office of Medical Services.
- Control Officer for regional visits by the Regional Medical Technologist.
 - Regular communication by phone and E-mail with RMT/RMO/FSHP.
9. Oversees the implementation and adherence to the Health Unit's *Exposure Control Plan* for blood borne pathogens.
- Responsible for disposal and incineration of health unit lab medical waste per OSHA regulations. Maintains required documentation.
 - Strictly adheres to policies and procedures established in the Exposure Control Plan. Monitors the health unit staff's adherence to these policies. Provides hepatitis B antibody testing to verify immunity levels of health unit staff.
 - Evaluates new safety products for the workplace to minimize blood borne pathogen exposures.
10. Oversees the implementation and adherence to the health unit *Hazardous Chemical Control Plan*.
- Maintains on file Material Safety Data Sheets (MSDS) for all hazardous chemicals used by the laboratory as well as medical providers.
 - Ensures the proper labeling, storage, handling, and disposal of hazardous chemicals.
 - Institutes work practice and engineering controls in the safe use of hazardous chemicals.
11. Maintains current working knowledge and relationship with the local reference laboratory directors and their facilities.
- Maintains list of acceptable local reference laboratories and copies of their test menus, specimen collection and handling requirements, test methodology or equipment, and price listings.
 - Identifies new local laboratory and blood bank facilities for the RMT to assess during regional visits.

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

12. Reporting requirements

- Reports 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 Statistics Report on testing to MED/LAB Washington, D.C.
- Submits Monthly Quality Control and Statistics Report to the RMT.
- Submits Continuing Medical Education Report and Competency Assessment Report to the RMT.
- Prepares Food Safety Inspection Report.
- Submits an Accident Report on all exposure incidents.

13. Must be available outside of normal embassy working hours.

- Available for callback as necessary at post.
- Available to work weekends and holidays when necessary to complete microbiological testing.
- Attends continuing medical education conferences held outside of country as scheduled.
- Available to respond to the embassy on an emergency basis.

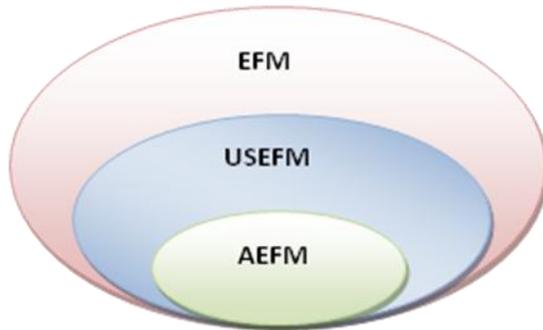
14. Additional Duties

- Provides training on quality assurance measures, specimen handling, latest technology, waived testing, and other laboratory topics.
- Maintains written or electronic record of policies and procedures for the health unit laboratory.

15. Advises the FSMO and Post Management regarding all aspect of laboratory technology.

- Other duties and training as assigned by RMT, Admin, or the RMO/FSHP.

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.

4. **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.

5. **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