Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

 # 014 **Date: April 28, 2014**

TO: **ALL MISSION PERSONNEL**

FROM: **CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER**

SUBJECT: **NURSE IN MEDICAL UNIT**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE:	**Nurse**
OPEN TO:	**ALL INTERESTED CANDIDATES**
GRADE LEVEL:	**FSN-09, FP-05* (FULL PERFORMANCE LEVEL)**
WORK HOURS:	**Full Time, 40 hours per week**
POSITION TYPE:	**PERMANENT**
OFFICE LOCATION:	**Health Unit**
OPENING DATE:	**Immediate**
DEADLINE:	**May 19, 2014 at 6 P.M. Kyiv Time**

**FP-5 is subject for confirmation with Washington.*

IMPORTANT NOTE:
ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

This position functions as the Non-Western European trained local professional nurse. The position is located in the Embassy Health Unit and is under the direct supervision by the Medical Attache and the local physician. The position will provide the full range of professional nursing services to United States government employees and their families. You will also provide nursing services related to working at the office to local employees.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Responsible for the health orientation of new arrivals.

You will learn to help families fill out their applications and teach them how to be healthy in Ukraine.

B. Coordinate medical Clearance Examinations

- You will help patients make appointments on our computer system and in the local community.
- You will help the Medical Attaché and local physician to do clinical examinations.
- You will learn to fill out forms and paperwork in the clinic.

C. Coordinate Medical Evacuations

- You will learn how to communicate with other medical units in other US Embassies.
- You will learn how to help people to fly to London or the US for other medical exams.
- You will help the physician's to see people at the hospital.

D. Coordinate local hospitalizations of Foreign Service personnel

- You will help set up appointments and assist the medical Providers visiting patient's in local hospitals.
- You will learn how to fill out the paperwork associated with this process.

E. Maintain an Immunization Clinic for Routine and Travel Immunizations

- You will learn how we give immunizations by US standards.

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of medical Services

- You will help when visiting Doctors come to Ukraine. Translating and setting up appointments.

G. Maintains an occupational health clinic during assigned work hours

- You will help local employees with health care needs related to working at the US

Embassy
- You will help the physician's evaluate different providers in the community for care standards.

H. Maintains current working knowledge and relationship with the local providers and facilities.

- As you work with different doctors in the community, you will learn the best ways to provide care for our employees.

I. Must be available outside of normal Embassy working hours

- You will need to take call when you get comfortable with our system.
- You will need to come when we have an Emergency even on nights and weekends on a rotating basis, unless it is a severe Emergency.
- You will need to be able to travel around the world escorting patients who need assistance to get home.

J. Reporting requirements

- You will need to fill out paperwork on a regular basis.

K. Health Promotion Program

- We will teach you how to teach the class to resuscitate people with heart attacks. You will then help us teach local staff in the local language.

L. Additional Administrative Duties

- You will do jobs as assigned by your supervisors.

QUALIFICATIONS REQUIRED FOR EFECTIVE PERFORMANCE:

EDUCATION:

Must have a diploma from a professional nursing school or medical college.

PRIOR WORK EXPERIENCE:

At least two years of hospital or outpatient nursing experience is required.

LANGUAGE PROFICIENCY:

Level III (Good Working Knowledge) English is required. Level III (Good Working Knowledge) of Ukrainian and Russian is required.

JOB KNOWLEDGE:

Must have up-to-date nursing science and technology understanding. Must have strong interpersonal skills. Must have skills and ability to perform at the fully functional level in the Health Unit with confidence. Must be able to work independently at times with only telephone connection with the Doctors for consultation purposes. Must be able to perform basic word processing on the computer. Must be able to process and provide medical information in all three languages.

APPLICATION AND SELECTION PROCESS:

✓Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB May 19, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: **http://ukraine.usembassy.gov/job-opportunities.html**.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: 521-5155.

Note: **Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.**

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- 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.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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.

CLEARED: SStewart (by e-mail)