

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 07HR-009

May 31, 2007

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates  
POSITION: Registered Professional Nurse, ERR-9 (FP-05, AEFM only)  
OPENING DATE: May 31, 2007  
CLOSING DATE: June 14, 2007  
WORK HOURS: Full-time: 40 hours/week

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

The U.S. Embassy in Lome is seeking individual for the position of Registered Professional Nurse in the Health Unit Section.

To apply, please go to: <http://lome.usembassy.gov/employmt.html>

## BASIC FUNCTION OF POSITION

Performs professional nursing duties at the Embassy Health Unit on a full-time basis and shares "Duty Medical Officer" on-call after-hours coverage with other Health Care Providers assigned to the Health Unit.

**The major duties and responsibilities are pasted at the end of the announcement.**

## QUALIFICATIONS REQUIRED

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

- 1. Education:** Completion of an associate degree program in Nursing or other Nursing program of at least two years in length, from a school of professional nursing approved by a legally designated agency with a valid nursing license is required.
- 2. Work experience:** At least two years of professional nursing is required.
- 3. Language:** Level III (good working knowledge) speaking and reading English and Level II (limited knowledge) speaking and reading French is required. English language will be tested.
- 4. Knowledge:** Must possess current working knowledge of health promotion and illnesses of pediatric and adult populations.
- 5. Skills:** Strong interpersonal skills capacity to make decisions in emergency situations in isolated circumstances is required. Must be able to operate specialized medical equipment such as oxygen equipment, AED and EKG.

## 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. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. 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. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO [HRLOme@state.gov](mailto:HRLOme@state.gov) EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of

assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 14, 2007**

The US 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.

Barbara J. Martin  
Management Officer

**Major duties and responsibilities:**

I- **CLINICAL**

- A. Evaluates American and LES employees of the State Department and other access-authorized persons seeking medical assistance at the Embassy Health Unit by providing:
  - 1) Initial evaluation including obtaining the patient's history, vital signs, and diagnostic physical assessment which may include: a complaint directed physical exam, EKG monitoring and evaluation, vision and hearing testing, ordering diagnostic laboratory tests and x-rays, performing gynecological and/or obstetrical procedures including Pap smears, Chlamydia testing, and cultures.
  - 2) Formulating a preliminary assessment and differential diagnosis by: interpretation of physical findings, review of laboratory studies, evaluation of x-rays, and ordering additional studies as indicated.
  - 3) **First aid treatment for urgent conditions and occupational injuries.**

- B. Provides appropriate care and treatment including furnishing suitable non-prescription and/or prescription medications and injections such as antibiotics or vaccines, minor surgical procedures, splinting, and obstetrical procedures indicated by protocol or by discussion with RMO or FSHP.
- C. Handles the majority of cases independently but consults with appropriate medical back-up when assistance is required. Consultants may include:
  - 1) the Post Medical Advisor for urgent/emergent cases'
  - 2) the RMO, FSHP and/or M/MED for State Dept. personnel.
  - 3) the Peace Corps Medical Contractor (PCMO),
- D. Is actively involved in assisting with the making of medical decisions concerning emergencies when and how to evacuate Peace Corps or State Dept. patients whose medical conditions require special evaluation and/or special treatment not available locally.
- E. Counsels employees on varied health subjects including nutrition, care of minor illnesses, pre-natal and infant care, and mental health problems including those related to family and stress.
- F. Shares "Duty Medical Officer" after-hours "on-call" coverage with other Health Care Providers assigned to the Health Unit.
- G. Accompanies DOS medevacs as needed.

## **II – ADMINISTRATIVE**

- A. Administrates all ordering, stocking, distribution, and inventory of medical supplies for the Embassy Health Unit, collaborating with other staff regarding formulary and budgeting decisions.
- B. Coordinates administrative tasks related to States function of Health Unit, including RMO visits, liaison with M/Med, attendance at Embassy meetings.