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UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

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No. 051 Job Vacancy May 8, 2009

Note: US and third country citizens, who are not Family Members of USG employees officially assigned to post and under Chief of Mission authority, must attach copies of required work and/or residency permits for Colombia to be eligible for consideration.

OPEN TO:	All interested candidates
POSITION:	Nurse FSN-9; FP-5/1*
OPENING DATE:	Friday, May 8, 2009
CLOSING DATE:	Friday, May 22, 2009
WORK HOURS:	Part-Time; 20 hours/week
SALARY:	*Not-Ordinarily Resident: US $21,157 (starting annual salary, part time) (Position Grade: FP-5/1 to be confirmed by Washington) Ordinarily Resident: Col. Ps. 25.817.812 (starting annual salary, part time) (Position Grade: LCP/FSN-9) Note: U.S. Citizens including U.S. Veterans who are not USEFMs (see definitions section) if hired will be paid under the Local Compensation Plan: Col. Ps. 25.817.812.

The U.S. Embassy is seeking an individual for the position of Nurse in the Embassy Medical Unit (MED).

BASIC FUNCTION OF POSITION

The incumbent will work as a member of the U.S. Embassy healthcare team to perform nursing duties to all authorized personnel. The incumbent will assist Regional Medical Officer (RMO) and the Foreign Service Health Practitioner (FSHP) in providing primary health care to over 2,000 U.S. and Colombian employees and U.S. family members. Incumbent triages and treats patients within his/her scope and refers others to the FSHP as needed. Additionally, employee coordinates medical and dental appointments, translate official documents and assist in managing the overall administration of the Health Unit.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

(All applicants must meet all the requirements listed below in order to be considered for subject position)

a. Education: Must be a Registered Nurse with a valid U.S. license or have equivalent registration from country of residence. University degree in nursing required.

b. Prior Work Experience: Three years of direct patient care in either hospital or outpatient setting required.

c. Language Proficiency: English Level III (good working knowledge) is required. Spanish Level II (limited knowledge) is required.

d. Knowledge: Must have knowledge in the application of aseptic techniques during all procedures, immunizations, assisting with minor surgeries, intravenous therapy, and administration of oxygen and use of nebulizer and suction devices. Must have knowledge in basic life support and use of emergency medical equipment.

e. Skills and abilities: Good computer skills in Microsoft Word and Outlook are required.

*LANGUAGE REQUIREMENT:

Primary Language: In order to meet the language requirement, all applicants **MUST** indicate in their applications or in a cover letter their primary or native language. A language test will not be conducted in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants will be tested in any other language listed in the Vacancy Announcement that is not listed in the application as a primary language.

LANGUAGE TESTING PROCEDURES:

Most of the positions at the Embassy require specific levels of both Spanish and or English. After the preliminary screening of the applications, those who meet all of the requirements will then be scheduled for the required language examinations if needed. English language examinations are given at First Class English at a cost of 40,000 (Colombian pesos), the applicant is responsible for all costs incurred for this test. Spanish Examinations are presently given at the Embassy at no cost. You will be contacted and given the procedures for each examination.

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 Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first six months of employment in their current position.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days 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.

5. 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.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. U.S. Citizens must submit an application for U.S. Federal Employment (SF-171 or OF-612). The form is available at the Embassy web site: http://bogota.usembassy.gov under the About the Embassy menu and the Human Resources – Vacancies link; 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. Colombian Citizens and third country nationals must submit an Application for Foreign Employment form. This form is available at the Embassy reception or you may request it via e-mail to: BogotaHRApplicationForm@state.gov. The system will automatically send you the form within a five minutes timeframe.

5. Please include a cover letter which states your primary language and how you meet each of the qualifications required for the position.

6. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above).

7. US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

SUBMIT APPLICATION TO

American Embassy Bogotá
Human Resources Office
Attention: Recruitment Unit
Carrera 45 No. 24 B-27

Alternatively you could e-mail your application to: jobvacanciesbogota@state.gov Please note that this e-mail address is a mail box only. Any messages sent to this box will not receive a response. **Please do not mail a hard copy of your application package to us if you have already sent it via e-mail**.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

DEFINITIONS

1. 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,
- Spouse or unmarried child 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; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad (Colombia); or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways (Note: the USG employee must be officially assigned to Colombia):

- Spouse;
- 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.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed in Colombia. 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 Chief of Mission (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 (i.e. individual is accredited before the Colombian Ministry of Foreign Affairs); 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 US 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.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: FRIDAY, MAY 22, 2009

The US Mission in Colombia 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.

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