

# JOB ANNOUNCEMENT NUMBER: 2011-07

**OPEN TO:** All interested candidates

**POSITION:** Physician, FP-04, FSN-11

**OPENING DATE:** September 5, 2011  
**CLOSING DATE:** September 19, 2011

**WORK HOURS:** **WAE – When Actually Employed (8 hours per week)**  
Work schedule to be determined and flexible according to the travel schedule of the Regional Medical Officer

**SALARY:** \*EFM/MOH/NOR: US\$ 61,759 p.a. (starting salary)  
Position Grade: FP-04 (pro-rated for part time)  
To be determined by Washington

\*Ordinarily Resident: CHF. 145,299 (starting salary)  
Position grade: FSN-11(pro-rated for part time)

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

The incumbent will provide medical care and appropriate health information, advice and disease prevention programs to include but not be limited to general internal medicine to US Direct Hire employees and their dependents.

## **MAJOR DUTIES :**

- Maintain communication with and evaluate the capabilities of local providers on an ongoing basis.
- serve as a physician consultant to the HU nurses
- will diagnose and treat patients as appropriate according to his/her scope of medical practice.
- Make recommendations and effect medical evacuation of appropriate patients.
- Provide the Office of Medical Services with program, activities, and statistical reports as directed.
- Advise patients on health resources in the community and region.

- Provide medical orientation to newcomers.
- Provide hospital visits.
- Share after-hours duty with HU nurses

***NOTE: All applicants are instructed to address and support each selection criterion detailed below with specific and comprehensive information.***

**Education:**

Must hold a current medical license in a U.S. state, unrestricted DEA number and current board certification by the American Board of Family Practice.

**Experience:**

A minimum of three years post residency clinical experience.

**Language:**

Must be fluent (level IV: spoken and written) in English and a good working knowledge (level III) in French

**Job Knowledge :**

Must be a skilled and experienced physician who recognizes and understands the problems of delivering health care to a large group of personnel and their family members.

**Abilities:**

Ability to present medical findings in a clear and concise manner to medical and non-medical personnel

Must possess a high degree of integrity, decisiveness and fairness in order to apply equitably the regulations and policies of the medical program to all eligible persons. Thorough knowledge of Microsoft Word and Microsoft Outlook is required.

**SELECTION PROCESS**

When equally qualified, Eligible Family Members and **U.S. Veterans** will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Applicants must be eligible for employment under host government laws and regulations and **successful completion of security investigation and valid medical certification.**

## **TO APPLY**

Interested candidates for this position must submit the following:

- A. Application for Local Employment (can be downloaded from our website, [www.usmission.ch](http://www.usmission.ch) ). If US Citizen EFM, please use the Application for Federal Employment (SF-171 or OF-612).
- B. A current resume
- C. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the minimum requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Human Resources Office  
email address: [GenevaHR@state.gov](mailto:GenevaHR@state.gov)

## **POINT OF CONTACT:**

Ms. Laurence Furstenberger  
HR Assistant

## **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, domestic partner or child 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 VACANCY: xxx, 2011**  
***An Equal Opportunity Employer***

Clearances:

HU: S.McConnell/H.Stevens

FMO:SRamirez

HRO:MPhillips

MGT:RNeedham