

JOB ANNOUNCEMENT NUMBER: 2011-08

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Registered Nurse, FSN-09, FP-05

OPENING DATE: September 27, 2011
CLOSING DATE: October 26, 2011

WORK HOURS: WAE – When Actually Employed (8 hours per week)
Work schedule to be determined

SALARY: *EFM/MOH/NOR: US\$ 50,043 p.a. (starting salary)
Position Grade: FP-05 (pro-rated for part time)
To be determined by Washington

*Ordinarily Resident: CHF. 111,121 (starting salary)
Position grade: FSN-09 (pro-rated for part time)

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

The following position, located in the Health Unit of the U.S. Mission, is opened to all interested candidates.

MAJOR DUTIES :

This position functions as one of Post's primary health care providers. The incumbent will serve as a U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Nurse Manager. The nurse will provide the full range of professional nursing services to American and Locally Employed Staff.

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

Education:

Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico or Western European equivalent is required.

Experience:

At least two years of occupational health experience is required. Previous experience teaching one of the following: CPR, sexual health, weight loss or smoking cessation.

Language:

Level IV (Fluent) spoken/written English is required.

Job Knowledge :

The ability to administer an adult immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer.

Abilities:

Empathy, maturity, stability, objectivity, resourcefulness, adaptability, and sound judgment. The position requires strong interpersonal skills and a client oriented disposition. Must be able to work harmoniously and effectively with others in difficult situations, and to establish and maintain satisfactory working relationships both within the nursing team and with individuals and groups in the various agencies served by the Medical Unit.

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.
Successful completion of security investigation and valid medical certification required.

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). 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

POINT OF CONTACT:

Ms. Laurence Furstemberger
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: October 26, 2011
An Equal Opportunity Employer

Clearances:

HU: S.McConnell/H.Stevens

FMO:SRamirez

HRO:MPhillips

MGT:RNeedham