



## **JOB VACANCY ANNOUNCEMENT No. 08-16** **FULL PERFORMANCE LEVEL**

- OPEN TO:** **Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), Members of Household (MOH) – All Agencies**
- POSITION:** ***Registered Professional Nurse, FSN-510-09; FP-5\****  
\*Not-Ordinary Resident (NOR): US\$41,122 p.a. (Starting salary)  
**(Position Grade: FP-05 to be confirmed by Washington)**  
Ordinary Resident (OR): 2,019,741 Lek p.a. (Starting salary)
- OPENING DATE:** 09/15/2008  
**CLOSING DATE:** 09/26/2008
- WORK HOURS:** **Part-time, 24 hours/week** – The incumbent must be willing to be on-call scheduled evenings and weekends to provide medical coverage when the full time Medical Officer is unavailable.

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

The U.S. Embassy in Tirana, Albania is seeking an individual for employment in country for the position of Registered Professional Nurse in the Health Unit.

### **BASIC FUNCTION OF POSITION**

The incumbent of this position serve as the 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 Foreign Service Health Practitioner. The position will provide the full range of professional nursing services to American and Locally Employed Staff. Also the Registered Nurse serves as a backup for the Health Practitioner while on leave or out of town for other reasons. In the absence of post Health Practitioner the Registered Nurse provides comprehensive health care services to U.S. Embassy employees and their family members, including emergency intervention as required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Etleva Halili at Ext. 3297

### **QUALIFICATIONS REQUIRED**

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

1. **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.

2. **EXPERIENCE:** At least two years of experience as a Registered Nurse in a hospital or clinic is required, with at least one year being with U.S. Federal Agency or U.S. Embassy primary health care facility is required.
3. **LANGUAGE:** Level IV (fluent) speaking/reading/writing in English is required.
4. **KNOWLEDGE:** Candidate must have knowledge of general nursing principals and practices, and current nursing technology and methods; Usage of professional nursing process including assessment, planning, implementation and evaluation.
5. **INTERPERSONAL SKILLS:** The position requires strong interpersonal skills and a client oriented disposition.
6. **ABILITIES:** The ability to administer an adult and pediatric immunization program according to CDC standards is required. Ability to perform basic computerized word processing is required.

**NOTE:** Unless you meet all specified requirements you will not be considered.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically 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. 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.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. 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.
6. The candidate must possess a top secret security clearance, or must be able to obtain a top secret security clearance. May start work without a security clearance, however.

### **TO APPLY**

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

1. Application for US Federal Employment (OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

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

### **SUBMIT APPLICATION TO**

Human Resources Office

E-mail: [haliliex@state.gov](mailto:haliliex@state.gov)

Telephone: (355) (4) 247-285 Ext. 3297

Fax: (355) (4) 232-222

### **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) 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, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; 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:

- 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 at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. 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 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 US 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; and,
- Has a US 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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: 09/26/2008**

The US Mission in Tirana 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.

**APPROVED: Acting MGT/ RMEYERS**

**CLEARED: HP/ JBARNES**

**DRAFTED: HR/EHALILI**