OPEN TO: All Interested Candidates/All Sources
POSITION: Nurse, (I-50830)
OPENING DATE: April 06, 2018
CLOSING DATE: Open until filled
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident: FSN-9 (ERR), US $34,734 p.a. (Starting salary)
Not-Ordinarily Resident: US $52,765 p.a. (Starting salary)
*Final grade/step for NOR will be determined by Washington
Note: Employee will be paid in Pak Rupees by using the USDO/Bangkok exchange rate on the pay day.

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

The U.S. Embassy in Islamabad is seeking an eligible and qualified individual for the position of Nurse in the Health Unit.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTIONS OF POSITION:
The incumbent serves as the post’s nurse with responsibilities that include the medical care of Mission employees and eligible family members under the State Department’s Medical Bureau (MED) approved clinical guidelines, as well as maintenance and inventory of all medical equipment and supplies, implementation of a robust vaccination program, administration of group and individual health education programs, and medical emergency contingency planning for the Mission. The incumbent will work in the Health Unit under the direct supervision of the Regional Medical Officer (RMO) or Medical Provider (MP).

QUALIFICATIONS REQUIRED:
NOTE: All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Graduate (Registered Nurse Level) in Nursing or Diploma/Certificate equivalent from an accredited School of Nursing. Must possess and maintain a valid nursing license or a current unrestricted Registered Nursing license from the host nation, country of origin, or the U.S.

2. EXPERIENCE: Minimum two years of post-qualification work as a professional nurse is required.

3. LANGUAGE: Level III (Good Working Knowledge) Speaking/Reading/Writing of English is required. English language skills will be tested.

4. SKILLS & ABILITIES: The position requires strong interpersonal skills and a client-oriented disposition capable of dealing with complex, interactive challenges in difficult and emotional situations. Must have a solid working knowledge of MED’s RN Clinical Practice Guidelines and be familiar with American Nursing Standards of Care. Must be able to perform basic word processing on a computer.

5. JOB KNOWLEDGE: The incumbent possesses critical-thinking skills and comprehends MED’s policies and procedures regarding medical evacuations, hospitalizations and insurance reimbursement methodology. Must maintain current knowledge of local and regional medical services that can provide care for all acuity levels, including vetted specialists and hospitals. Is a resource for arranging the best method to transport critically ill patients and maintains a working relationship with transport facilities.
HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. FS on LWOP**

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans’ preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans’ preference will not be considered in the application process. Mission HR’s decision on eligibility for U.S. Veterans’ preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor’s tour of duty to be considered eligible to apply for this position.
6. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
7. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

HOW TO APPLY: Applicants must submit Universal Application for Employment (UAE) (Form DS-174), which is available on our website (https://pk.usembassy.gov/embassy-consulates/jobs/current-vacancies/). Failure to do so may result in a determination that the applicant is not qualified.

WHERE TO APPLY: Current employees of the Mission must submit their completed DS-174 (Application for Employment as LE Staff or Family Member) by e-mail at PakJobsInt@state.gov. Interested candidates for this position must submit their completed DS-174 (Application for Employment as LE Staff or Family Member) by e-mail at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 18-XX) must be mentioned in the subject line of the email.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.
Appendix A

DEFINITIONS

1. **Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

   - U.S. Citizen or not a U.S. Citizen; **and**
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
   - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
   - Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
   - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner 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; **and**
   - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
   - Is under chief of mission authority.

2. **U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

   - U.S. Citizen; **and**
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
   - Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
   - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
   - resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
   - Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

3. **Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

   - U.S. Citizen; **and**
   - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
   - Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
   - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
   - Is under chief of mission authority; **and**
   - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
   - Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
4. **Member of Household (MOH):** A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
  - A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
  - A MOH is under COM authority;
  - A MOH may include a parent, unmarried partner, other relative, or adult child;
  - A MOH may or may not be a U.S. Citizen;
  - A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

5. **Not Ordinarily Resident (NOR) –** An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is **not** a citizen of the host country; and
- Does **not** ordinarily reside in the host country; and
- Is **not** subject to host country employment and tax laws.

6. **Ordinarily Resident (OR) –** An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.