

## Vacancy Announcement

**U.S. Mission** BOLIVIA  
**Announcement Number:** La Paz-2018-22  
**Position Title:** Registered Professional Nurse  
**Opening Period:** August 15, 2018 to Until Filled  
**Series/Grade:** FSN -510 - 9  
**For More Info:** Human Resources Office  
Mailing Address: 2811 Arce Avenue  
E-mail Address: [Vacancias@state.gov](mailto:Vacancias@state.gov)

**Who May Apply:**  
All Interested Applicants / All Sources

**Security Clearance Required:** Local Security Certification or Public Trust

**Duration Appointment:** Indefinite subject to successful completion of probationary period.

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas](#) Employees before you apply.

**Summary:** The U.S. Mission in La Paz is seeking eligible and qualified applicants for the position of Registered Professional Nurse.

The work schedule for this position is: Full Time (40 hours per week)

**Start date:** Candidate must be able to begin working within a reasonable period of time (2 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Duties:** The incumbent will serve as 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 Medical Provider (MP) or, in his/her absence, the Management Counselor. The position will provide the full range of professional nursing services to Embassy Americans and occupational health services to Locally Employed (LE) Staff of the Mission.

## **Qualifications and Evaluations**

**Education:** Degree (RN 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.

### **Requirements:**

**EXPERIENCE:** At least two years of occupational health and/or primary nursing experience is required.

**JOB KNOWLEDGE:** Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current CDC standards. Must have good working knowledge or experience in current health promotion recommendations in the U.S. population. Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory standards of care.

### **Evaluations:**

**LANGUAGE:** Level III (Good working knowledge) English writing speaking and reading and level III (Good Working knowledge) Spanish speaking writing and reading are required. **(Will be tested.)**

**SKILLS AND ABILITIES** Must possess basic nursing skills, such as vital signs measurement, injection administration, and bedside nursing care.

**Qualifications:** All applicants under consideration will be required to pass security certifications.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO):** 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.

**Benefits:** Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in La Paz may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other information:**

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 and CS with reemployment rights \*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

\*\* This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on [Mission Internet site](#).

To apply for this position, applicants should electronically (or otherwise) submit the documents listed below

For more information on how to apply visit the [Mission Internet site](#).

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Residency and/or Work Permit
- Professional Nurse Diploma
- Registered Nurse license
- Language Scores (if available)
- Letter (s) of recommendation
- Work certificates
- List of references
- Other

**What to Expect Next:** Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via **email**.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the [Human Resources office](#) or on the [Mission Internet site](#)

Thank you for your application and your interest in working at the U.S. Mission in La Paz, Bolivia