U.S. Embassy Amman Vacancy Announcement

VACANCY ANNOUNCEMENT NUMBER: 17-68

VACANCY NUMBER:	17-68	
POSITION:	Registered Professional Nurse	
OPENING DATE:	December 20, 2017	
CLOSING DATE:	January 3, 2018	
POSITION GRADE	FSN-09	
WORK HOURS:	Part-time; 20 hours-per week.	
OPEN TO:	All Interested Candidates	
SALARY:	Ordinarily Resident (OR) in Jordan (Non-Western Trained Certificate): FSN-09, JD 7082 per year	
	Ordinarily Resident (OR) in Jordan (Western Trained Certificate): FSN-09, JD 11,510 per year	
	Not-Ordinarily Resident (NOR) in Jordan: FP-05	
	Final grade/step for NORs will be determined by Washington.	
BENEFITS (OR):	Excellent working conditions; pay for performance increases; premier medical insurance coverage for employee and family; 20 holidays per year (American and Jordanian); 13 th and 14 th month bonus; provident fund retirement plan; ample opportunity for on-line/classroom training and personal development.	
ADDITIONAL NOTES:	START DATE: The selected candidate is required to undergo and successfully pass a medical and security clearance. This process takes, on average, nine to twelve months. Candidates will be expected to start work within four weeks of final receipt of clearances.	
ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Definitions*) MUST HAVE THE REQUIRED JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, SUBJECT TO AND IN ACCORDANCE WITH LOCAL LABOR LAWS		
POSITION DETAILS	The U.S. Embassy Amman is seeking an individual for the position of Registered Professional Nurse in the Regional Medical Office .	
BASIC FUNCTION OF POSITION	The incumbent will do first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the Regional Medical Officer	
	(RMO), Foreign Service Medical Provider (FSMP), Locally Employed Staff (LES) medical provider, or local consultant. Maintains liaison with local health care providers and hospitals. Conducts health orientations for new arrivals and performs various other medical administrative functions	
EDUCATION	Must be a graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required. A license and education from Jordan or the Philippines will also be accepted.	

	Supporting documents (i.e. education certificate) must be included in the application
	for eligibility purposes. عبد إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق
EXPERIENCE:	Minimum one year of hospital or outpatient nursing is required. Current BLS certification (which must be maintained throughout employment). BLS certification can be provided at post or at Continuing Nursing Education (CNE) conferences. Previous experience with teaching nursing education activities is desired (smoking cessation; weight reduction; child wellness/anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention). Level 4 in English (Fluent) is required. English proficiency will be tested.
LANGUAGE:	Must have knowledge of general nursing principles and practices using the professional
KNOWLEDGE:	nursing process including assessment and planning. Current working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction. Must have up-to-date nursing science and technology understanding. Must be familiar with American or Western European nursing standards of care. Must be able to administer adult and pediatric immunization programs according to current CDC standards.
ABILITIES & SKILLS:	Ability to develop and maintain working level relationship with hospital and private clinic administrators, financial personnel, and health care providers. Must be able to perform basic word processing on the computer. Must have strong interpersonal skills and client orientated disposition is required. Must have skills and ability to perform at the fully functional level in the health unit with confidence. Must be able to work independently at times with only telephone connection with RMO or FSHP available or consultation purposes.
HIRING PREFERENCE SELECTION PROCESS:	When qualified, 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:	AEFM /USEFM who is a preference-eligible U.S. Veteran* AEFM /USEFM 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	Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

CDITEDIA.	2 Cymant OD amplayaga sawying a machatianawy nariod are not aligible to amply. Cymant
CRITERIA:	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. 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.
	5. The candidate must be able to obtain and hold a Local Engaged Staff Security
	Clearance.
HOW TO APPLY:	Applicants must submit the following documents to <u>AmmanEmployment@State.gov</u> to be
	considered. Failure to do so may result in a determination that the applicant is not
	qualified. Please note "VA 17-68, Registered Professional Nurse" in the subject line of
ATT APPLICATION	the e-mail.
ALL APPLICATION	1. Universal Application for Employment (UAE) for U.S. Federal Employment DS-174
PACKAGES MUST	which is available on our website: https://jo.usembassy.gov/jobs/ .
INCLUDE:	2. Any additional documentation that supports or addresses the requirements listed above.
	Education certificates must be included or the application will not be considered.
	3. Driver's license copy if applying for a position that requires driving a vehicle.
	4. EFM*, USEFM*, and AEFM* applicants must clearly indicate their status in the text or
	subject line of their application. 5. List any relatives or members of your boysehold that work for the U.S. Government
	5. List any relatives or members of your household that work for the U.S. Government
	(include their name, relationship, agency, position and location). Any omission in this
	area, either intentional or unintentional, is cause for dismissal.
	NOTE : Due to the high volume of applications received, we will only contact applicants
	who are being considered. Thank you for your understanding.
EQUAL	The U.S. Mission provides equal opportunity and fair and equitable treatment in
EMPLOYMENT	employment to all people without regard to race, color, religion, sex, national origin, age,
OPPORTUNITY:	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.
*DEFINITIONS:	Eligible Family Member (EFM): An EFM for employment purposes is an individual who
	meets all of the following criteria:
	LIC Citizen annot a LIC Citizen, and
	• U.S. Citizen or not a U.S. Citizen; and
	• Spouse or same-sex domestic partner (as defined in <u>3 FAM 1610</u>); or
	• Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of
	self-support; 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; and
- Is under chief of mission authority.

EFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) EFMs without a U.S. Social Security Number are considered OR and paid on the LCP; and (b) non-US citizen EFMs who are in the country of their birth/citizenship are considered OR and paid on the LCP.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM for employment purposes 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; and resides at the sponsoring employee's post of assignment abroad; 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.

USEFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (a) USEFMs residing at an ISMA location are considered OR and are paid on the LCP; in this case, the USEFM would need to obtain his/her own residency and work permit as required by the host country; and (b) dual-national USEFMs who are in the country of their birth/citizenship may be considered OR and paid on the LCP depending on host country labor law.

<u>Appointment Eligible Family Member (AEFM):</u> An AEFM for employment purposes 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; **and**
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad; 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.

AEFMs are considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP.

<u>Member of Household (MOH)</u> – An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

MOHs do not receive a hiring preference. However, if a position is advertised as "Open to: Current Employees of the Mission", MOHs who are not currently employed in the mission are eligible to apply. MOHs are hired on Personal Services Agreements (PSAs).

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
- 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 <u>not</u> ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

NORs are compensated under the FS or GS salary schedule, not under the LCP.

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.

ORs (including U.S. citizen ORs) are compensated in accordance with the Local Compensation Plan (LCP). U.S. citizen ORs are entitled to a U.S. minimum wage supplement if their salary does not meet or exceed the current U.S. minimum wage.)