# **Vacancy Announcement**

**U.S. Mission:** Lima

Announcement Number: Lima-2018-05-22-A2

Position Title: Public Health Specialist (Medical Research Scientist-Iquitos

Laboratory Supervisor)

**Opening Period:** August 29, 2018 – September 12, 2018

Series/Grade: LE (Locally Employed)-0520 / FSN-10

FS (Foreign Service)-0520 / FP-5

**Salary:** LE: S/. 92,100.16 – S/. 92,100.16 (Soles)

(Annual gross salary including July and December bonuses)

FP: US \$51,007.00 – US \$51,007.00 (U.S. Dollars)

(Annual gross salary)

For More Information: Send e-mail to <a href="mailto:LimaRecruitment@state.gov">LimaRecruitment@state.gov</a>

Who May Apply: All Interested Candidates / All Sources

**Security Clearance Required:** Local Security Certification

**Duration of Appointment:** Not to exceed two years

**Marketing Statement:** We encourage you to read and understand the (<u>Eight (i) Qualities of Overseas Employees</u>) before you apply.

**Summary:** The U.S. Mission in Lima is seeking eligible and qualified applicants for the temporary position of **Public Health Specialist (Medical Research Scientist)** at the U.S. Naval Medical Research Unit No. 6 (NAMRU-6) Iquitos Laboratory.

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 (30 days) after receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** Yes.

**Duties:** Provide professional management, oversight and support as a Laboratory Supervisor for laboratory procedures and logistics at NAMRU-6 Iquitos. Supervise and manage laboratory technicians/laboratory technologists in Iquitos for the Bacteriology, Parasitology, Virology, and

Emerging Infectious Disease Departments. Responsible for coordinating laboratory testing for all protocols in Iquitos. Conduct quality control/quality assurance reviews and audits as requested by the Commanding Officer, Research Science Director, Research Administration Office and/or department heads. Maximizes the research laboratory output of NAMRU-6 Iquitos according to regulations and approved protocols. Keeps the Commanding Officer, Research Science Director and/or department heads informed of all aspects of the laboratory research operations in Iquitos.

# **Qualifications and Evaluations:**

• **Education:** Master's degree in Science or PhD in Biological Sciences, Microbiology, or Immunology is required.

### Requirements:

• **Experience:** Minimum five years of experience as a laboratory coordinator, coordinating laboratory activities, interacting with other laboratory supervisors and researchers, including five years of experience doing logistic activities related to laboratory procedures such as requesting quotations of lab supplies and equipment, managing the storage of laboratory supplies and equipment, receiving, delivering, and shipping is required.

#### **Evaluations:**

• Language: Level 4 (fluent) Speaking/Reading/Writing of English is required. Level 4 (fluent) Speaking/Reading/Writing of Spanish is required. (This may be tested.)

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

<u>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</u>: 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.

#### Other information:

<u>HIRING PREFERENCE SELECTION PROCESS</u>: 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 reemployment 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. Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site or in this link: Universal Application for Employment (UAE)

To apply for this position, applicants should electronically submit the documents listed below to <a href="mailto:limarecruitment@state.gov">limarecruitment@state.gov</a>:

- DS-174 Application Form
- Certificate of required study
- Copy of identity document
- Presentation Letter
- Driver's License, if required
- DD-214 Member Copy 4, Letter from Veterans' Affairs, if applicable
- SF-50, if applicable

**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 at LimaRecruitment@state.gov.

Thank you for your application and your interest in working at the U.S. Mission in Lima, Peru.

<sup>\*</sup> Please note that the maximum size for your application e-mail should not exceed 5MB.

# PUBLIC HEALTH SPECIALIST (MEDICAL RESEARCH SCIENTIST-IQUITOS LABORATORY SUPERVISOR) NAMRU-6, FSN-10/FP-5

#### VACANCY ANNOUNCEMENTS: LIMA-2018-05-22-A2 & LIMA-2018-05-22-S-A2

#### MAJOR DUTIES AND RESPONSIBILITIES

# **40%** of time:

NAMRU-6 Iquitos Laboratory Supervisor. Direct supervision of all laboratory operations at NAMRU-6 Iquitos. Supervise and coordinate implementation, enhancement, and evaluation of viral, bacterial, and parasitic diagnostic tests; overseeing compliance with laboratory procedures and implementation of correct diagnostic testing algorithm for approved studies; evaluate laboratory results; participates in the preparation of budgets for each laboratory and resolves technical laboratory questions of all research studies of all departments. Interacts with each Research Director and Department Heads to resolve laboratory personnel issues.

#### **30% of time:**

Serve as the liaison between the laboratory in Iquitos and the Science Directorate in Lima in support of the Bacteriology, Viral and Emerging Infectious Disease, and Parasitology Departments.

# **15% of time:**

Prepare Standard Operating Procedures and Material Safety Data Sheets and ensure that the laboratory maintains compliance with all written guidelines, oversee the preservation and appropriate shipping of biological materials according to the international standards (IATA).

# **15% of time:**

Responsible for quality assurance and proficiency testing for all diagnostic methods used in the studies performed by the different departments, provide technical support in the purchasing of lab supplies, reagents, and equipment, and maintain laboratory records and inventory of biological reagents and supplies. Conduct other laboratory administrative tasks as requested by the Commanding Officer, Executive Officer and/or Research Science Director.