



**AMERICAN EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 005T/2010**

**OPEN TO:** All Interested Candidates

**POSITION:** **U.S. or Western Trained Registered Nurse  
(Training Level)**

**POSITION GRADE:** USEFM/EFM/MOH/NOR: FP-6  
(To be confirmed by Washington)

Ordinarily Resident (OR): FSN-08

**OPENING DATE:** February 01, 2010

**CLOSING DATE:** Opened until filled

**WORK HOURS:** Full time; 40 hours/week

**NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.**

The U.S. Embassy in Cotonou is seeking an individual for the position of **U.S. or Western Trained Registered Nurse** in the Embassy Medical Unit.

**BASIC FUNCTION OF POSITION**

The position is located in the Embassy Health Unit (HU) and is under the supervision of the Medical Officer at Post. The incumbent functions as a professional nurse and is one of Post's primary health care providers. He/she will serve as the US or Western trained Registered Nurse and provides the full range of professional nursing services to direct-hire Americans and their eligible family members, and immediate care for on-the-job-injuries for locally employed staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criteria.**

- a) Education: Graduate of U.S. or Western European accredited nursing school and must possess a current and unrestricted Registered Nurse license from a reputable US or Western European licensing board.
- b) Prior Work Experience: At least one year of hospital or outpatient nursing. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care setting. Experience in pediatric approaches and cares.
- c) Language Proficiency: Level IV (Fluent) speaking/reading/writing English and level II speaking/reading French.
- d) Knowledge: A good working knowledge or experience in current health promotion recommendations in the U.S. population. Must be familiar with American Nursing standards of care.
- e) Skills and Ability: Must possess basic nursing skills, such as vital signs measurement, injection administration, and bedside nursing care. Must be able to use professional nursing process including assessment, planning, implementation, and evaluation. Ability to administer adult and pediatric immunization program according to current Center of Disease Control (CDC) standards. Must have strong interpersonal skills. Basic word processing and Excel spreadsheet skills on the computer.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates 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 EFM's 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. Priority consideration will be given to qualified U.S. Mission to Benin FSNs who received a RIF Notice, for a period of 24 months following their separation.

### **TO APPLY**

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

#### **N.B.: Items A & B must be in English**

- A. Cover letter.
- B. Application for U.S. Federal Employment 0F-612 or a current resume or curriculum vitae that provides the same information as an OF-612; plus
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D. Copies of degrees earned, certificates, essays and awards that address the qualification requirements of the position as listed above. Certified copies required.

### **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: (229) 21 30 06 50  
Fax; (229) 21 30 19 74

**Note: Candidates are required to specify the number of the Vacancy Announcement and the title of the position they are applying for on their application.**

### ***DEFINITIONS***

1. **US Citizen Eligible Family Member (USEFM)** – For purpose of receiving a preference in hiring for a qualified position, an EFM at least 18 years old who meets the following criteria:

- US Citizen; 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.
  1. Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) Location authorized under 3 FAM 3232.2.

See EFM definition under.

2. **Eligible Family Member (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 members permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. 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 Chief of Mission as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child 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 in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN)

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent and resident status within the host country; and,

- Is subject to host country employment and tax laws.

**CLOSING DATE FOR THIS POSITION: Opened until filled**

The US Mission in Cotonou 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 U.S. Government 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.