

**HUMAN RESOURCES NOTICE  
VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: 09-04**

**OPEN TO:** All Interested Applicants

**POSITION:** Registered Professional Nurse, FSN-9 (ERR)\*\*;  
FP-5\* (Full performance level)

**OPENING DATE:** February 12, 2009

**CLOSING DATE:** February 27, 2009

**WORK HOURS:** Part-time; 20 hours/week

**SALARY:** \* Not-Ordinarily Resident: FP-5 US\$20.28 p.h. (Starting salary)  
(Position Grade: FP-5 confirmed by Washington)

\*\*Ordinarily Resident: FSN-9 (ERR) US\$14.94 p.h. (Starting salary)

**NOTE: ALL NOT ORDINARILY RESIDENT US CITIZEN ELIGIBLE FAMILY MEMBERS (USEFM) AS DEFINED BELOW, OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY (COM) ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST ATACHED PROOF OF RESIDENCY (REQUIRED RESIDENCY PERMITS OR COPY OF THEIR LOCAL I.D. OR CEDULA) TO THE APPLICATION TO BE ELIGIBLE FOR CONSIDERATION AND IF SELECTED, THE CANDIDATE MUST PRESENT ORIGINAL WORK PERMIT BEFORE STARTING TO WORK.**

The U.S. Embassy in Panama is seeking an individual for a full time position of Registered Professional Nurse in the Medical Unit.

**BASIC FUNCTION OF POSITION**

The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Nurse Manager. The position will provide the full range of nursing services to the US diplomatic community and limited services to Locally Employed Staff (LE Staff).

A copy of the complete position description listing all duties and responsibilities is available on the Human Resources website: [http://panama.usembassy.gov/job\\_opportunities.html](http://panama.usembassy.gov/job_opportunities.html)

## **QUALIFICATIONS REQUIRED**

**NOTE: Although some of the information below has been provided in the application or resume, all applicants must still address each selection criterion detailed below, with specific and comprehensive information supporting each item, on a separate sheet of paper.**

1. Education: Graduate of professional nursing school with a current and unrestricted Registered Nurse License from the U.S. or Western European equivalent is required.
2. Experience: At least two years of inpatient care, acute outpatient care, emergency room, public health, occupational health, and/or school health experience is required.
3. Language: Level IV (fluent) Speaking/Reading English is required. Level II (Limited Knowledge) Speaking/Reading Spanish is required. (Testing will be conducted to determine English level)
4. Job Knowledge: Must have up-to-date nursing science and technology understanding. Must be able to administer adult and pediatric immunization program according to current CDC standards. A good working knowledge of current health promotion recommendations in the U.S. population is required. (Testing may be conducted to determine qualifications)
5. Computer Skills: Knowledge of Microsoft Office Suite (Word) and Internet is required. (Testing may be conducted to determine the qualifications)
6. Additional Skills and Abilities: Must be able to work with minimum supervision and resolve problems utilizing individual judgment and discretion. Must possess strong interpersonal skills. Must be able to lift equipment that weighs up to 50 pounds in emergency situations.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 Citizens EFMs 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 position within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

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

1. Optional Application for U.S. Federal Employment OF-612; or  
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim U.S. Veterans preference must provide copy #4 of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
NEC Building # 783  
Demetrio Basilio Lakas Avenue  
Monday through Friday from 8:00 a.m. to 12:00 noon  
2:00 p.m. to 4:00 p.m.

or

Via email to: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

## **POINT OF CONTACT**

Human Resources Office  
FAX: (507) 207-7011  
Email address: [panamaembjobs@state.gov](mailto:panamaembjobs@state.gov)

## **DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - Spouse or unmarried child at least 18 years old; and
  - Listed on the travel orders of a direct-hire Foreign, Civil uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. 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 member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. 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 COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

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

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: February 27, 2009**

**All applications must be received in the Human Resources Office by the closing date of the announcement.**

**The US Mission in Panama 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.**

Cleared: MGT: MPerry  
RHRO:MMasterson  
HRO: MDeVega  
HU: MAOliver  
B&F:RNaranjo