



VACANCY ANNOUNCEMENT

U.S. EMBASSY MANILA

U.S. Mission	Manila
Announcement Number:	Manila 2019-054
Position Title:	Registered Nurse
Opening Period:	OPEN UNITL FILLED
Series/Grade:	FS - 05
Salary: (Annual FT)	(USD) 45,953 BASE. Actual FS salary determined by Washington D.C.
For More Info:	Human Resources Office: EFM Employment Coordinator E-mail Address: ManilaEFMEmployment@state.gov
Who May Apply:	U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
Security Clearance Required:	Non-sensitive
Duration Appointment:	FMA NTE may not exceed 5 years.

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 Manila, Philippines is seeking eligible and qualified applicants for the position of Registered Nurse and Equivalent.

The work schedule for this position is: Full Time

Start date: Candidate must be able to begin working within a reasonable period of time (within 4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: NO

Position has no direct supervisory responsibilities, except when acting in the role of Charge Nurse: a quarterly function that rotates among nursing staff and begins once employee is fully successful.

Duties: The incumbent serves as the post's nurse with responsibilities that include the medical care of Mission employees and eligible family members under MED approved clinical guidelines, as well as maintenance and inventory of all medical equipment and supplies, implementation of a robust

vaccination program, administration of group and individual health education programs, and medical emergency contingency planning for the Mission. The incumbent will work in the Medical Unit under the direct supervision of the Medical Provider (MP) under overall supervision by the Regional Medical Officer.

Request the full Position Description by sending an email to:

ManilaEFMEmployment@state.gov

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: A minimum of two (2) years of post-qualification work as a professional nurse is required.

EVALUATIONS

LANGUAGE: ENGLISH level IV (Fluent) Reading/Writing/Speaking is required.

QUALIFICATIONS: All applicants under consideration will be required to pass medical and 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: For EFMs, benefits should be discussed with the Human Resources 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>

ADDITIONAL SELECTION CRITERIA:

1. All candidates must be able to obtain and hold a Non-Sensitive **Clearance**.
2. 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.

HOW TO APPLY: Applicants must submit a Universal Application for Employment (DS-174) which is available on HR/OE Intranet Site.

To apply for this position, applicants should electronically submit the documents listed below to: ManilaEFMEmployment@state.gov

REQUIRED DOCUMENTS: Please provide the required documentation listed below with your application:

- DS-174
- Degree with Transcript
- Valid nursing license or a current unrestricted Registered Nursing license from the host nation, country of origin, or the U.S.
- DD-214 (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.

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