



# VACANCY ANNOUNCEMENT

**U.S. Mission** U.S. Embassy in Brussels

**Announcement Number:** Brussels-2019-11-R

**Position Title:** Registered Nurse

**Opening Period:** November 7, 2018 – November 18, 2018

**Series/Grade:** FS-0510/5

**Salary:** FS: USD 45,319-USD 79,070 gross/per annum. Actual FS salary determined by Washington D.C.

**For More Info:** JAS Human Resources Office, Tri-Missions, Brussels

**Who May Apply:** U.S. Citizens Only / All Sources

**Security Clearance Required:** Secret

**Duration Appointment:** FS: Definite Not to Exceed 5 years. (FMA)  
Definite Not to Exceed 1 year. (PSA)

**Marketing Statement:** We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

**Summary:** The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of Registered Nurse.

The work schedule for this position is: Full-time or part-time schedules possible, depending upon preference of selected candidate. A minimum of 20 hours per week is required.

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

**Supervisory Position:** No

**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 Regional Medical Officer (RMO) or Medical Provider (MP).

### **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 2 years of post-qualification work as a professional nurse is required.

**JOB KNOWLEDGE:** The incumbent possesses critical-thinking skills and comprehends MED's policies and procedures regarding medical evacuations, hospitalizations and insurance reimbursement methodology. Must maintain current knowledge of local and regional medical services that can provide care for all acuity levels, including bedded specialists and hospitals. Is a resource for arranging the best method to transport critically ill patients and maintains a working relationship with transport facilities.

### **Evaluations:**

**LANGUAGE:** Level 3 (Good Working Knowledge) Speaking/Reading/Writing of English is required. (This may be tested.)

**SKILLS AND ABILITIES:** The position requires strong interpersonal skills and a client-oriented disposition capable of dealing with a complexity interactive challenges in difficult and emotional situations. Must have a solid working knowledge of MED's RN Clinical Practice Guidelines and be familiar with American Nursing Standards of Care. Must be able to perform basic word processing on computer.

**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.

**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>

**How to Apply:** All candidates must be able to obtain and hold a Secret clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site: <https://be.usembassy.gov/embassy/jobs/>.

**Required Documents:** Please provide the required documentation listed below with your application:

- DS-174
- Degree (RN level) in Nursing, or equivalent
- Copy of Orders/Assignment Notification (or equivalent)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy or ID copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (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 Brussels.