

# **U.S. EMBASSY KUWAIT**

## **VACANCY ANNOUNCEMENT NO. 022-05**

**OPEN TO:** ALL INTERESTED CANDIDATES – ALL AGENCIES

**POSITION:** REGISTERED PROFESSIONAL NURSE (PART-TIME)  
Full Performance Level FSN-510-9; FP-05\*

**OR**

REGISTERED PROFESSIONAL NURSE (PART-TIME)  
Training Level FSN-510-8; FP-06

**OPENING DATE:** July 9, 2005

**CLOSING DATE:** July 20, 2005

**WORKING HOURS:** PART TIME; 20 hours per week; occasional after hours and full time work required for emergencies and office coverage

**SALARY :** Full Performance Level, for candidates Not-Ordinarily Resident (NOR): US \$ 38,636 p.a. – US \$ 42,219 p.a.  
\* Step 1 through Step 4 (Position Grade: FP-05)

Full Performance Level, for candidates Ordinarily Resident (OR):  
KD 8,645 p.a. (Starting Salary) Position Grade: FSN-9

Training Level, for candidates Not-Ordinarily Resident (NOR):  
US\$ 34,540 p.a. (Starting Salary) Position Grade: FP-06

Training Level, for candidates Ordinarily Resident (OR): KD  
7,865 p.a. (Starting Salary) Position Grade: FSN-8

**Note:** All applicants who are not the family members of USG employees officially assigned to post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of Registered Professional Nurse (Part-Time) in the Health Unit.

### **BASIC FUNCTION OF THE POSITION**

This position functions as one of two nurses reporting to the Post's Medical Officer. The incumbent will be the U.S. professional Community Health Nurse, or Western European equivalent trained professional nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Medical Officer. The position will provide the full range of nursing services to American and Locally Employed Staff. Rotating on-call and full time duties required.

## QUALIFICATIONS REQUIRED:

1. Education: Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the United States, Puerto Rico, or Western European equivalent.
2. Experience: For the **Full Performance Level** - At least two years of occupational health experience, with at least one year being with U.S. Government agency or U.S. Embassy primary health care facility is required.  
For the **Training Level** - One year of hospital or outpatient nursing experience.
3. Level IV (fluent) **Speaking/Reading** English. Arabic is helpful, but not required.
4. Knowledge of general nursing principles and practices. Uses the professional nursing process including assessment, planning, implementation and evaluation. Skilled in basic nursing skills such as vital signs measurement, injection administration, bedside nursing skill.
5. Strong interpersonal skills and client-oriented disposition. Must have experience in management and procurement of expendable supplies and equipment for ambulatory standards of care.
6. Familiar with medications, labs and immunizations generally used in American Medical practice. Must be able to administer adult and pediatric immunization program according to CDC standards.

## ADDITIONAL SELECTION CRITERIA:

- Eligible Family Members (EFM's) meeting the above qualifications will be given preference.
- EFMs who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Candidates who are not EFM's **must** have a transferable residence permit.

## **TO APPLY:**

Interested applicants for this position should submit the following:

- Optional Application For Federal Employment (OF-612).
- A current resume or curriculum vitae that provides the same information as an OF-612.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATIONS TO:**

Human Resources Office  
American Embassy Kuwait

## **DEFINITIONS:**

1. **EFM:** A U.S. citizen spouse or a U.S. citizen child as referred to in 6 FAM 111.3 paragraph r(1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed abroad at a U.S. Foreign Service post or establishment abroad. The EFM must be resident at the sponsoring employee's or military member's post of assignment abroad, approved safehaven abroad, or alternative safehaven abroad.
2. **Family Member:** A person that is on the travel orders of a U.S. Government employee or uniform service member of an agency under Chief of Mission authority who is permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad. Family Members, by virtue of being included on the USG employee's or uniform service member's travel orders and permanently assigned to a U.S. FS post or establishment abroad, are deemed Not Ordinarily Resident for purposes of locally recruited USG employment.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. citizen EFMs and Family Members of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB July 20, 2005**

An Equal Opportunity Employer