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UNITED STATES MISSION - BOGOTA

VACANCY ANNOUNCEMENT

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No. 061 **Job Vacancy** July 14, 2003

OPEN TO: All Interested Candidates

POSITION: **HEALTH UNIT CLERK (A52722)**

CLOSING DATE: Monday, July 28, 2003

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/MOH/OR – LCP/FSN-5
EFM/MOH/NOR - FP Scale = FP-9
(Position Grade: Final FP grade to be determined by Washington)

NOTE: This is a temporary position not to exceed 120 days but can be extended or made permanent without further competition.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, 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. Applicant must attach a copy of work and/or residency permit.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume that provides the same information.

- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: *http://usembassy.state.gov/Colombia* under "La Embajada" > "La Oficina de Recursos Humanos".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Health Unit Clerk in Medcial Unit.

BASIC FUNCTION OF POSITION:

The incumbent supports Health Unit staff and conducts initial encounter with personas seeking health related assistance, both personally and over the phone, and determines how to direct them. Assumes responsibility for assigned administrative and secretarial tasks, including making appointments and ordering prescribed medications, maintaining basic stock of supplies and medication based on the needs of the Health Unit, managing the petty cash box, dealing with local suppliers and services.

MAJOR DUTIES AND RESPONSIBILITIES:

a) Receive patients and visitors, clients, providers who come to the health unit, determine priorities and direct them accordingly.

b) Make out physicians appointments.

c) Order prescription medications.

d) Take inventory of expendable supplies and determine need for restocking locally.

e) Contact local suppliers, order supplies appropriately, receive them and process payment as indicated (cash or voucher).

f) Manage the Petty Cash Box, keep accounts, put in voucher for replenishment. Open new-comer patient files, file reports/ patient documents as requested by Health Unit Staff.

g) Prepare T and A record for HU personnel.

MINIMUM QUALIFICATIONS:

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

a.) Education: Completion of secondary school is required and additional post-secondary secretarial/office training is required.

b.) Prior Work Experience: One or two years of prior office/secretarial work that made use of similar procedures and skills is required.

c.) Post Entry Training: General introduction to M/Med structures and administrative procedures.

d.) Language Proficiency: Good working knowledge of spoken English is required. Fluency in Spanish, both spoken and written is required.

e.) Knowledge: Familiarity with U.S. health culture/expeditions.

f.) Skills and Abilities: Proficiency in Microsoft office; proficiency with basic office technology, basic accounting skills. Ability to deal courteously and knowledgeably with visitors and callers (phone) from varied backgrounds and temperaments.

DESIRABLE BUT NOT REQUIRED QUALIFICATIONS

a) Language Proficiency: Good working knowledge of written English preferred.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflicts of interest, budget and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS:

1. **Eligible Family Member (EFM)**: US Citizen spouse or US 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 US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. **Member of Household (MOH)**: Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

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 US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

5. **Foreign Service National (FSN):** A citizen of the host country.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE OR EMBASSY RECEPTIONIST BY: 07/28/03

DISTRIBUTION: "BB"

MEDICAL UNIT POS. doc