

"Colombo-2022-025" Vacancy Details

About

Announcement Number: Colombo-2022-025
Hiring Agency: Embassy Colombo
Position Title: Registered Nurse [Female/Male]- Open to All Interested Applicants
Open Period: 05/18/2022 - 06/01/2022
Format MM/DD/YYYY
Vacancy Time Zone: GMT+5.5
Series/Grade: LE - 0510 9
Salary: LKR Rs194,659
Work Schedule: Full-time - 40 Hours per week
Promotion Potential: LE-9
Duty Location(s): 1 in Colombo, CE
Telework Eligible: No
For More Info: HR Section
011-249-8500
ColomboERA@state.gov

Overview

Hiring Path: - Open to the public
Who May Apply/Clarification From the Agency: All Interested Applicants / All Sources
* For applicants who are Ordinarily Resident (OR) in Sri Lanka: The proposed grade is FSN-9 Step 01: Rs. 194,659/-p.m. [Monthly Gross Salary].
** For applicants who are USEFMs, the proposed grade is FP-5 (Step-1 through Step-4): US \$ 58,897/-p.a. However , the final grade/step will be determined by Washington D.C.
Security Clearance Required: Public Trust - Background Investigation
Appointment Type: Permanent
Appointment Type Details: Indefinite subject to successful completion of probationary period
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 Colombo is seeking eligible and qualified applicants for the position of the **Registered Nurse** in the Health Unit.

The work schedule for this position is: **Full Time- 40 hours per week.**

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

Supervisory Position: No
Relocation Expenses Reimbursed: No
Travel Required: Occasional Travel
The incumbent will respond to all Mission clinical medical needs as requested/required to include home visits, hospital visits, and compound emergencies.
May require to conduct hospital visits to assess appropriate health care of the patient during hospitalization.

[Back to top](#)

Duties

Basic Function of Position: The incumbent serves as the post's nurse with responsibilities that include the medical care of Mission employees and eligible family members under Bureau of Medical Services (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).

Major Duties and Responsibilities:

1. Direct Patient Care Responsibilities (50%)
2. Medical Evacuations (10%)
3. Medical Clearance examinations (10%)
4. Immunization Clinic for routine and travel-related immunizations (10%)
5. Custody and Proper Internal Controls for the Medical Unit and Mission Medical Response (10%)
6. Relationship with Local Medical Providers and Facilities (10%)

[Back to top](#)

Qualifications and Evaluations

Requirements: **EXPERIENCE:** A minimum of two (2) years of post-qualification work as a professional nurse is required. **(Candidate MUST attach copies of relevant service/work experience certificate/s).**

LANGUAGE PROFICIENCY: English level IV (Fluent) Reading/Writing/Speaking is required. **(This will be tested).**

JOB KNOWLEDGE: 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.

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 be able to perform basic word processing on computer.

Education Requirements: Degree (Registered Nurse 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 United States. **(Candidate MUST attach copies of relevant educational certificate/s).**

Evaluations: Level IV English language proficiency will be tested.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

[Back to top](#)

Benefits and Other Info

Benefits:

Agency Benefits: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo, Sri Lanka may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other Information: **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.

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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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](#).

COVID-19 Requirements for Local Candidates

Candidates who will be employed on either a Personal Services Agreement or a direct hire appointment and compensated under the Mission's Local Compensation Plan will be required to follow all Mission COVID-19 policies applicable to Locally Employed Staff. If selected for the position, the agency will provide you additional information regarding these requirements.

[Back to top](#)

How to Apply

How to Apply: All candidates must be able to obtain and hold a Local Security Certification clearance.

For more information on how to apply visit the Mission web site: <https://lk.usembassy.gov/embassy/jobs/>

Required Documents: **When applying for this position applicants MUST electronically submit copies of the documents listed below to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.**

- Proof of Citizenship [NIC/Passport/Residency and/or Work Permit (if applicable)]
- High school Diploma or Equivalent (Diploma/Certificate equivalent from an accredited School of Nursing)
- Professional Diploma or License (Valid nursing license or a current unrestricted Registered Nursing license)
- University Degree (Relevant Degree Certificate)
- University Transcript (Relevant Transcript of the Degree)
- Other Document 1 (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

Next Steps: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

Due to the high volume of applications received, we will only contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

[Back to top](#)