Position Vacancy

Professional Registered Nurse (Part-Time)
(U.S. or Western-European equivalent Nurse License)

OPEN TO: All Interested Parties
POSITION: Professional Registered Nurse (Part-Time) (97-023743)
OPENING DATE: December 8, 2016
CLOSING DATE: December 19, 2016
WORK HOURS: Part-Time: 20 hours/week
SALARY: Full-Performance Level
Ordinarily Resident (OR): FSN-9, ¥10,428,220 p.a.
(Full-time starting annual salary to be prorated based on hours of work.)
* Final grade/step for NORs will be set by Washington.
Trainee Level
Ordinarily Resident (OR): FSN-8, ¥8,664,261 p.a.
Not-Ordinarily Resident (NOR): *FP-6, $46,093 p.a.
(Full-time starting annual salary to be prorated based on hours of work.)
*Final grade/step for NORs will be set by Washington.

All ordinarily resident applicants (See Appendix for definition) must have the required work and/or residency permits to be eligible for consideration.

The Health Unit of the U.S. Mission Japan (Tokyo) is seeking a part-time Professional Registered Nurse. The position will be available on/about May 2017.

BASIC FUNCTION OF POSITION:
The incumbent provides nursing care to U.S. Embassy employees and their dependents. This care includes nursing assessments, immediate first aid and emergency care, vaccinations, assisting with appointments to local consultants, and health education. The nurse coordinates his/her activities with the other Health Unit nurses and the Administrative Assistant. The nurse is supervised by the treating health care provider, which includes the part-time nurse practitioner, the part-time physician, and the Regional Medical Officer (RMO), who is the rater. The U.S. Embassy in Tokyo covers over 650 individuals.

QUALIFICATIONS REQUIRED:
Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Full-Performance Level:
1. Education: At least an associate degree in nursing with a current and unrestricted Registered Nurse license from the U.S., or a Western-European equivalent, is required.
2. **Prior Work Experience**: At least two years of experience working as a nurse at a health care facility is required. Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.

3. **Language Proficiency**: Level IV* (Fluent) English is required. Language proficiency may be tested.

4. **Knowledge**: A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Must be familiar with American Nursing standards of care.

5. **Skills and Abilities**: The ability to administer adult and pediatric immunization programs according to current Centers for Disease Control and Prevention (CDC) standards is required. The position requires strong interpersonal skills and a client-oriented disposition. Basic computer skills are required.

**Trainee Level**:

1. **Education**: At least an associate degree in nursing with a current and unrestricted Registered Nurse license from the U.S., or a Western-European equivalent, is required.

2. **Prior Work Experience**: At least one year of hospital or outpatient nursing is required.

3. **Language Proficiency**: Level IV* (Fluent) English is required. Language proficiency may be tested.

4. **Knowledge**: Must have knowledge of general nursing principles and practice. Must be able to use the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current Disease Control and Prevention (CDC) standards.

5. **Skills and Abilities**: Strong interpersonal skills and a client-oriented disposition are required. Basic computer skills are required.

* U.S. Government language standards. For equivalents in other standard tests, please see [http://japan.usembassy.gov/e/info/jobtips.html](http://japan.usembassy.gov/e/info/jobtips.html)

**SELECTION PROCESS**:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**HIRING PREFERENCE SELECTION PROCESS**:

When qualified, 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**

* IMPORTANT:
Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans’ preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans’ preference will not be considered in the application process. Mission HR’s decision on eligibility for U.S. Veterans’ preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:
1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Public Trust security clearance.
5. 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.
6. Applications must be post marked by/on the closing date.

HOW TO APPLY:
Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.
1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website
2. Academic credential (e.g., copy of transcript, diploma, or equivalent)
3. Language test score that is less than five years old (e.g., TOEIC, TOEFL, STEP, CASEC, JLPT, J-CAT, etc.)

4. Any other documentation (e.g., driver’s license, certificates, typing skills, etc.) that addresses the qualification requirements of the position as listed above.

WHERE TO APPLY:

By mail: Human Resources Office, Ms. Morimoto
1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

EQUAL EMPLOYMENT OPPORTUNITY:
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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets all of the following criteria:

(1) U.S. Citizen or not a U.S. Citizen; and
(2) Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
(3) Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; or
(4) Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
(5) Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
(6) Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
(7) Is under chief of mission authority.
U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; or
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets all of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

1. Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
2. Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
3. Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepsister, stepbrother, half-brother, or half-sister who falls outside the Department’s current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

1. A citizen of the host country; or
2. A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
3. Is subject to host country employment and tax laws.