

Position Vacancy

U.S. Embassy, Mexico

Announcement



U.S. Mission Mexico City

Vacancy Announcement Number: 16-43

OPEN TO: All Interested Candidates/ All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: A96-001 Public Health Specialist

OPENING DATE: August 17th, 2016

CLOSING DATE: Until Filled

WORK HOURS: Full –time, 40 hours/week

SALARY: Ordinarily Resident (OR): \$485,781.25 pesos per year FSN-10
\$363, 521.32 pesos per year FSN-9
(Training level)

Not-Ordinarily Resident (NOR): FP-5

*Final grade/step for NORs will be determined by Washington.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Mexico City is seeking eligible and qualified applicants for the position of Public Health Specialist

BASIC FUNCTION OF POSITION

The incumbent serves as the Senior Public Health Specialist at the U.S. Embassy, under the direction and guidance of the Health Attaché, and works in the Office of the Department of Health and Human Services (HHS) Health Attaché. A portion of the position also involves fulfilling clerical and administrative needs of this Office. In these two capacities, the incumbent is responsible for assisting the Health Attaché perform his functions in an efficient and un-interrupted manner. These functions include coordination and oversight of HHS/Office of Global Affairs (OGA) policies regarding the U.S. and Mexican governments’ collaboration in health; responsiveness to Mexico’s health needs and requests for

assistance; the advancement of health diplomacy; and the exploration and nourishment of new opportunities for U.S. and Mexico, and U.S.-Mexico and third country collaboration in health matters. The incumbent provides strategic advice to the Health Attaché by forming and maintaining close professional relationships with Mexican officials representing government- or private-sector health concerns; non-governmental organizations with health portfolios; health-related international, academic, and scientific organizations; and government- and private-sector entities involved with international health affairs. The incumbent also has responsibility to review and analyze management- and health-related policy documents and publications, prepare reports, and as assigned, represent the Health Attaché in pertinent committees and meetings, thus updating and providing new information that allows the HHS Office to effectively perform its mission.

QUALIFICATIONS REQUIRED

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

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1. EDUCATION: Minimum Master's degree in Public Health (Master of Public Health (MPH); Science Public Health (MSHP); Nursing; Social Work (MSW), Business Administration, Management (MBA) or host country equivalent in international relations, public health, health policy, management, medicine or nursing field is required.

2. EXPERIENCE: A minimum of 5 years of experience working in a management-, public health-, scientific-, or policy-field, with demonstrated experience working with officials representing government- or private-sector health concerns; non-governmental organizations with health portfolios; health-related international, academic, or scientific organizations; or government- or private-sector entities involved with international health affairs is required. Also, a minimum of one year experience working with the management of programs or coordination of projects is required. **(Full grade)**

2b. EXPERIENCE: A minimum of 4 years of experience working in a management-, public health-, scientific-, or policy-field, with demonstrated experience working with officials representing government- or private-sector health concerns; non-governmental organizations with health portfolios; health-related international, academic, or scientific organizations; or government- or private-sector entities involved with international health affairs is required. Also, a minimum of one year experience working with the management of programs or coordination of projects is required. **(Training level)**

3. LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English is required. Level 4 (Fluent) Speaking/Reading/Writing of Spanish is required.

4. SKILLS AND ABILITIES: Excellent oral and written communication skills are required. Excellent computer skills, including, efficient typing and editing of documents, reports and correspondence, development of spreadsheets, graphics, Power Point presentations, and the researching of pertinent technical literature, databases and news articles in both English and Spanish is required. Must have the ability to review and analyze health-related policy documents and publications and to synthesize, prepare (written and/or oral) reports regarding technical, political and diplomatic information for the Health Attaché. (This will be asked in the interview) Typing speed level II (40 wpm).

5. JOB KNOWLEDGE: Must have knowledge of political, regulatory and technical aspects of health and science ministries and agencies in Mexico, including administrative, operational and financial systems used. Must have knowledge of multinational organizations that partner with the USG in health activities

in Mexico, including the World and Pan American Health Organizations, World Bank, UNICEF, and similar organizations required. Must have knowledge of health-related international and domestic non-governmental organizations. Knowledge of the function and operations of the Department of Health and Human Services and other U.S. agencies with responsibilities for health is required. (This will be asked in the interview)

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at:

<https://mx.edit.usembassy.gov/wp-content/uploads/sites/25/2016/05/PD-A96001.pdf>

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 the following: A Security Certification
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

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), <http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page 1.
3. Non-Native Spanish speakers. For Spanish test, applicants should contact Carmen Caballero at extension 4336 from M-W-F from 4:30 to 5:30. Non-EFMs, must pay the test fee.
4. Test score for English language is required from one of the following institutions: (Cost is the applicant's responsibility).
 - a. TOEIC Review Quality, Ahumada Villalón No.36 Ofic.105 Esq. Juan O´donojú, Col. Lomas Virreyes, Delega. Miguel Hidalgo 11000 Mexico, D.F., tel. 5540-3555/5540 3959/5540-0334/5540-7242. (Valid for two (2) years) or
 - b. TOEFL (iBT/ITP/PBT) <http://www.iie.org/Offices/Mexico-City-Espanol/Evaluaciones> (Valid for two (2) years)
 - c. The scores for Level IV English (Fluent) are: (TOEFL iBT 106+ or TOEFL ITP/PBT 620+ or TOEIC PBT850+)
5. Copy of typing test score (test may be taken at www.typingtest.com)

WHERE TO APPLY:

Human Resources Office at e-mail: mexicocityhrhd@state.gov (Please refer to position number in subject line of e-mail.) i.e. **A96-001 Public Health Specialist**. **Please note that hard copies are not accepted.**

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:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- 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**
- 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**
- 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**

- 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, stepbrother, stepsister, 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:

- A citizen of the host country; or
- 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
- Is subject to host country employment and tax laws.