

# United States Mission Nigeria

## Vacancy Announcement

<b>No.</b> 2008-005	<b>Date:</b> January 9, 2008	<b>Ref:</b>
<b>Subject:</b>	LABORATORY ASSISTANT	
<b>Location:</b>	ABUJA – CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)	
<b>Applicability:</b>	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION:** Laboratory Assistant, (A96048) PSA-8\*; FP-6\*

**OPENING DATE:** January 9, 2008

**CLOSING DATE:** January 23, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not Ordinarily Resident: US\$ 35,864.00 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)

\*Ordinarily Resident: N2,195,953.00 p.a. (Starting basic salary)  
(Position Grade: PSA-8)  
In addition to basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan (LCP)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Abuja is seeking to employ a suitable and qualified candidate for the position of Laboratory Assistant in the Centers for Disease Control and Prevention (CDC) office.

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

The incumbent under the supervision of the Senior Laboratory Specialist will provide technical expertise for Laboratory supply logistics for the U.S Centers for Disease Control (CDC) and the President's Emergency Plan for AIDS Relief (PEPFAR). Support will include inventory management of large and varied laboratory supplies and equipment, evaluation of the quality and quantity of supplies, placing orders with administrative staff and tracking receipt of laboratory supplies, and to provide the necessary technical assistance or training for laboratory programs. The position also supports the Federal Ministry of Health (FMOH) in planning, training and implementing serological surveys for HIV/AIDS.

To obtain a copy of this announcement and the position description, please visit our Mission websites at:

<http://abuja.state.gov/departments/Human%20resource.Management.htm/HR.htm>.

[http://nigeria.usembassy.gov/job\\_opportunities.html](http://nigeria.usembassy.gov/job_opportunities.html)

### **POSITION REQUIREMENTS:**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. A Bachelors of Science (B.Sc) degree or higher in Chemistry or Biology or Microbiology or Pathology or Medical Laboratory Science is required.
2. At least four years progressively responsible work experience in a multi-disciplinary hospital or health department laboratory is required.
3. Level IV (Fluency) Speaking/Writing English Language is required.
4. Incumbent must possess intermediate knowledge of laboratory procedures, diagnosis and management related to HIV/AIDS.
5. Incumbent must possess basic computer skills with good experience using word processing and spreadsheet applications.

### **SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the position requirements above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.



4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resume **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

**HOW TO APPLY:**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **A type-written and signed application letter** specifically applying for this position, and addressing the minimum requirements as advertised. **Please reference the job title and announcement number on the application letter.**
2. A current resume or curriculum vitae, listing all job responsibilities and provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. **Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter**

**SUBMIT APPLICATION TO:**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja

**POINT OF CONTACT:**

Tel: 09-461-4000

Fax: 09-461-4036

**DEFINITIONS:**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. AEFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a US agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinary 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.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs 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 IS: January 23, 2008**

An Equal Opportunity Employer

The U.S. Mission in Nigeria 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.