

**VACANCY ANNOUNCEMENT**  
**ANNOUNCEMENT NUMBER: 11-02**

**OPEN TO:** All interested candidates  
**POSITION:** **MEDICAL ADVISOR (FAMILY OR PEDIATRIC PRACTICE)**  
**OPENING DATE:** May 20, 2011  
**CLOSING DATE:** June 3, 2011  
**WORK HOURS:** Part-time; 4 hours per week  
**SALARY:** **FULL PERFORMANCE LEVEL**  
\*Ordinarily Resident: Position Grade: LES-12  
(LES-12/step1 HRK 348,728 annual gross salary for full time)  
\*EFM/MOH/NOR: Position Grade: FP-03 to be confirmed by Washington  
**TRAINEE LEVEL**  
\*Ordinarily Resident: Position Grade: LES-11  
(LES-11/step1 HRK 317,339 annual gross salary for full time) \*EFM/MOH/NOR: Position Grade: FP-04 to be confirmed by Washington

The U.S. Embassy in Zagreb is seeking an individual for employment in country, for the position of Medical Advisor (Family or Pediatric Practice) in the Health Unit.

**BASIC FUNCTION OF POSITION**

Serves as a consultant for primary and urgent medical care issues for approximately 200 staff and family members (including infants, children, and adults) who are authorized to use the Embassy Health Unit. Is available on regularly scheduled hours for medical consultations and treatment of minor illnesses. Available for guidance (via phone) in cases of emergency. Serves regularly-scheduled after-hours emergency duty on a rotating basis with other Health Unit staff. Facilitates admission to local hospitals and recommends specialists. Liaises with the Embassy Nurse, Regional Medical Officer in Sarajevo, and local health care providers.

**QUALIFICATIONS REQUIRED**

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

1. Medical Doctor (Family or Pediatric Practice) degree is required.
2. Completion of internship, plus 2 years of post-intern experience is required.
3. Level IV (fluent – full professional proficiency) both English and Croatian is required.
4. Must be a local medical doctor with broad contacts with medical community.
5. Must have sensitivity to the needs and feeling of patients and their families, including children and infants. Must be able to maintain the trust and confidence of Embassy community.

## **SELECTION PROCESS**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

## **TO APPLY**

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; **or**
2. A combination of both Sections 1-24 of the UAE **and** a listing of the applicant's work experience attached as a separate sheet; **and**
3. A current resume or curriculum vitae.

**Candidates who do not submit both Resume and DS-174 form will be considered not qualified.**

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**Failure to follow these instructions will result in an incomplete application.**

**E-mail APPLICATION TO** zagrebjobs@state.gov

**If you don't have access to e-mail, fax or mail to:**

**American Embassy Zagreb - HRO**

**T. Jefferson 2, 10010 Zagreb**

Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

**CLOSING DATE FOR THIS POSITION: June 3, 2011**

An Equal Opportunity Employer