



RE-ADVERTISEMENT

U.S. Mission AMERICAN EMBASSY, NEW DELHI, INDIA

Announcement Number: New Delhi-2019-029

Position Title: Public Health Specialist (Food and Medical Product Safety)
Food and Drug Administration (FDA) Office

Opening Period: August 20, 2019 – September 10, 2019

Series/Position/Grade: LE-0550/DLA-FDA-008/FSN-11

Salary: Rs. 1,746,818 (annual salary)
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

For More Info: Human Resources Office
Mailing Address: Human Resources Office (Recruitment Team)
C/o U.S. Embassy, Shantipath, Chanakyapuri, New Delhi – 110021.
E-mail Address: NewDelhiVacancies@state.gov

Who may apply: All Interested Applicants/All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: 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. Embassy in New Delhi is seeking an individual for the position of Public Health Specialist (Food and Medical Product Safety) in the Food and Drug Administration (FDA) Office.

The work schedule for this position: Full Time; 40 hours per week

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

Note: Applicants who had applied in response to the vacancy announcement number # 2018-029 dated May 8, 2019 need not to re-apply, as their application will be considered.

Supervisory Position: No

Duties: The incumbent will be serving as the Food and Medical Product Safety Coordinator the U.S. Embassy, New Delhi, under the direction and guidance of the FDA Country Director, and will work in the Health Section of Embassy. Will be engaging in creating systems for capturing, analyzing, and sharing information to improve the overall efficiency and effectiveness of the FDA as it relates to ensuring the quality and safety of regulated products exported to the U.S. market. Will provide support in FDA's engagement with regulatory counterparts and industry in a culturally appropriate and strategic way.

The incumbent will be maintaining close contact with Indian officials from government agencies, non-governmental organizations, universities and the private sector for the purposes of facilitating the development of new cooperation and affecting policy development and effective implementation of FDA programs in India. Will be assisting in the development and negotiation of new public health programs and activities relating to FDA regulated products. The incumbent will also be responsible to review and analyze health-related policy documents (especially those relating to food, feed, drug and medical device safety) and publications, to prepare reports and provide information for U.S. agencies and scientists to assist in cooperative work. Will provide operational assistance to the FDA Country Director, including representing the FDA Country Director on international committees, work groups and operational teams when necessary. Performs other duties as assigned.

Qualifications and Requirements:

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.

Education:

Successful completion Masters level degree in any one of the following fields of study: medicine, public health, epidemiology, biology, chemistry, pharmacology or food science is required.

Indicate completion / non-completion by checking Yes /No under the education requirement "section 2: education " column. Did you graduate on the form DS-174 (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess.)

Requirements:

A minimum of seven years of work experience working in the fields of health, food or drug with public health or scientific organizations is required. Out of these seven years of experience, five years should be in product safety and quality control in one of the FDA regulated product areas (animal feed, biologics, drugs, food and medical devices or Bio search monitoring) is required.

(Elaborate job responsibilities under "section 4: work experience" column on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details.)

Level IV (Fluent) in English (Speaking/ Reading/ Writing) is required. **(This will be tested)**

Level III (Good working knowledge) spoken only at least in one local Indian dialect (e.g., Hindi/Bengali/Punjabi/Gujrati/Urdu/Mahrathi/Telugu/Tamil/Kannada) is required.

(When applying for the position, please indicate your level of proficiency for these languages in "section 3: language" column on the form DS-174.)

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”), 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:

<https://careers.state.gov/downloads/files/definitions-for-va>

ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

1. Management may consider 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. The candidate must be able to obtain and hold a local security certification and medical clearance.
4. All applicants must disclose any family member that works for the U.S. Embassy. Failure to do so could result in separation from employment (for definition of the relative please refer to the instruction page found on the Website and SharePoint).

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. Resumes/CVs submitted will not be accepted. Applicants using additional sheets need to make a reference of the same on DS-174, for the recruiter to review additional information, which is not found on the DS-174 form.

1. **Universal Application for Employment (UAE)** (Form DS-174), which is available on our website [U.S. Embassy](#) or by contacting Human Resources (**All applicants are required to download and save the latest PDF (via Acrobat) or MSWord version of the DS-174 application for employment form available on our Website. The application form is constantly being updated and the previous versions will not be accepted**) ;
2. **Mandatory/Required Documents:** Please provide the required documentation listed below with your application DS-174.
 - Proof of citizenship / Residency and/or Work Permit - Eligibility to work in India (Applicable to all nationals including host country nationals): Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), PAN Card, Voter's ID, Passport copy, Aadhaar Card/Country identification or equivalent).
 - Degree with mark sheets/Educational documents
 - Certificate or License (if applicable)

Each applicant is required to provide a duly filled DS-174 application form and all the mandatory documents for each position you are interested in.

To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. [We request you to submit an electronic application. Applications submitted in hard copy will also be considered. However an electronic application would be appreciated.](#)

The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to NewDelhiVacancies@state.gov

WHERE TO APPLY:

Human Resources Office Recruitment Team
Mailing Address: Human Resources Office (Recruitment Team),
C/o U.S. Embassy, Shantipath, Chanakyapuri
New Delhi- 110021
E-mail Address: NewDelhiVacancies@state.gov

Applicants applying electronically (via email) will have to send their applications at NewDelhiVacancies@state.gov please insert the **VACANCY ANNOUNCEMENT NUMBER & FULL NAME (First Name/Last Name)** in the Subject line of the E-mail. **Applications without this information in subject line or with incorrect Vacancy Number will not be accepted. The vacancy announcement number for this position is 2019-029.**

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

For further information: To request for the position description and or any inquiry regarding this position and the hiring process, please send an email to NewDelhiRecruitmentInquiry@state.gov

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

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Embassy in New Delhi.