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# Applying for CDC Overseas Positions: Understanding the Process

# Recruiting Picture for FY2010

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- CDC currently has plans for **400** positions overseas; only 272 of these are filled
- The majority fall into one the following occupational series:
  - Public Health Advisor or Analyst
  - Medical Officer
  - Epidemiologist
  - Laboratorian/Health Scientist
- CDC anticipates **55 vacancies in 2010**
- All vacancies are GS 13 and above
- CDC will start pulling the list of eligible candidates beginning March 5, 2010. Certificates of eligibles will be pulled after that date as programs have need.

# Basic understandings For GAP

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- GAP will use a competitive model for filling all positions
- CC officers need to submit a resume to GAP Latrice Fowler for consideration.

# What is the application process?

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- The Global Health programs' Open Continuous Vacancy (OCV) announcement process is used for about 80% of our overseas positions
  - This means that as an applicant you will not have to complete a separate application for every single position that becomes available in a program.
  - All positions are advertised on USAjobs.com

# Open Continuous Vacancies (OCV)

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- OCV applications are used by multiple Global Health programs, therefore:
  - Applications need to include complete details of your professional background;
  - A complete resume must be submitted - note the resume should describe your duties in each position. If you use a CV –please add information about your duties in each job listed;
  - All questions should be carefully and completely answered.

# Open Continuous Vacancy (OCV) Announcements: Key Elements

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- Open for long periods to accept applications from candidates for multiple international vacancies.
- Currently all OCV positions are announced separately for internal and external candidates.
- These OCV announcements are used by all CDC programs which hire for field positions overseas.
- Your application must be completed and received at the time of application to be considered for positions. Partially completed applications will not be drawn for lists of eligible candidates.

# Program Use of Vacancy Announcements

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- Programs -like Global AIDS Program (GAP)- will use the OCV announcements for about 80% of their overseas positions.
- The remaining 20% of overseas positions will be announced on single or multiple opening announcements as the program is ready to fill the positions. Please utilize USAjobs.com to be notified when new positions are posted.
  - These single announcements are usually open for 2 weeks at a time and require a separate application and documentation.



■ Countries with assigned CDC staff

## What selecting officials are looking for:

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- Can you do the job: *technical expertise?*
- Will you survive/thrive: *overseas experience?*
- Will you enhance or endanger existing relationships: *diplomacy?*
- Can you handle stress?
- Can you adapt quickly to changing landscape?

# CDC will be recruiting overseas positions FY2010

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- **Epidemiologist, GS-0601-13/14/15**
- **Medical Officer, GS-0602-13/14/15**
- **Health Scientist-Lab, GS-601-13/14**
- **Public Health Advisor, GS-0685-13/14**



# Some positions will continue to be open as single announcements.

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## **Single Announcements (not OCV)**

- GAP Country Directors -GS-15
- Some Medical Officer/Epidemiologist - GS 15
- Behavioral Scientist – GS 13/14
- Technical Writer/Editor – GS 13/14
- Public Health Analyst – GS 12/13
- Overseas Business Managers – GS 15
- Other specialized positions

Please keep your eye on USAJOBS to know when these positions are posted and monitor them at:

<http://www.cdc.gov/globalhealth/employment.htm>



# Internal vs. External Announcements- Significance and Impact

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## Internal vs External and who can apply

- Internal applicants = Career conditional, career, permanent employee, Commissioned Corps, special appointment eligibility candidates, reinstatement eligibles
- External = Qualified general public applicants. Term appointment, no prior federal service, current contractors, all US citizens

# Non Citizen applicants.

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- Non-citizens may not apply using USAjobs.gov.
- Got to this website for more information about your options
  - [http://www.cdc.gov/globalhealth/employment/nonus\\_citizens.htm](http://www.cdc.gov/globalhealth/employment/nonus_citizens.htm)

# Internal vs External (cont'd)

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- Consequences of External application for Internal candidates
  - Generally, external overseas appointments are Limited term or Term appointments- the vacancy announcements will specify this. (NOTE: Immunization program has some that are permanent)
  - 4 year maximum in position in specific location
  - Must apply for new position or leave CDC at end of 4 years
  - No return rights to former positions following Term appointments

# Direct Hire- What this means

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- Program officials may use Direct Hire authority to noncompetitively hire Medical Officers who are US citizens without having to apply to a vacancy announcement. (Aug 14 event)
- Request to hire is forwarded to AHRC with selectee's resume and copy of either medical school transcripts, diploma or license.
- Selecting official with vacancy approved to be filled may make tentative job offers at a job fair when AHRC HR Specialist is present to make qualification determination.

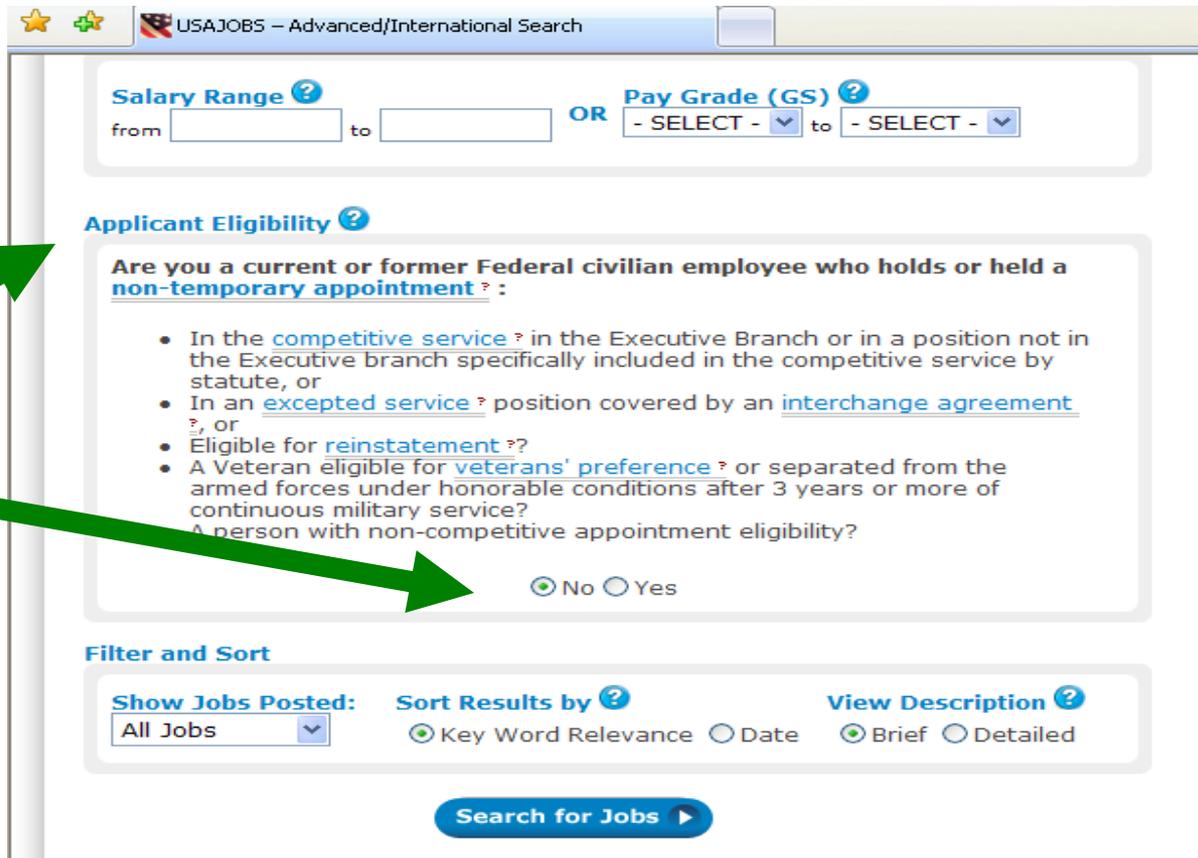
# Tips for Success:

## Understanding Internal vs. External

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- If you are a current or former federal employee:
  - before you search for the job, go to the bottom of the profile page and check yes for “Internal.” Otherwise you will only see external announcements
- If you are a permanent employee or CC make sure you are applying on the internal (T#) application.
  - Check the number on the job announcement with the list
  - Be sure to submit the supporting documentation that is required.
- Apply on the external application (D#) if you have no prior federal employment and submit the paperwork required.

# How to select internal vs external--



USAJOBS – Advanced/International Search

Salary Range <sup>?</sup> from  to  OR Pay Grade (GS) <sup>?</sup> - SELECT -  to - SELECT -

**Applicant Eligibility <sup>?</sup>**

**Are you a current or former Federal civilian employee who holds or held a non-temporary appointment <sup>?</sup> :**

- In the [competitive service](#) <sup>?</sup> in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an [excepted service](#) <sup>?</sup> position covered by an [interchange agreement](#) <sup>?</sup>, or
- Eligible for [reinstatement](#) <sup>?</sup>?
- A Veteran eligible for [veterans' preference](#) <sup>?</sup> or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?

A person with non-competitive appointment eligibility?

No  Yes

**Filter and Sort**

Show Jobs Posted:  Sort Results by <sup>?</sup>  Key Word Relevance  Date View Description <sup>?</sup>  Brief  Detailed

**Search for Jobs** ▶

# Tips for Success:

## Understanding Medical Officer vs. Epidemiologist

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- Medical Officers receive special pay for physicians -- Recommended by the selecting official and approved by the CDC Compensation Panel.
- Epidemiologist positions not eligible for special pay (even if you are a physician)

# Federal Job Application Process:

## How to apply for a particular announcement

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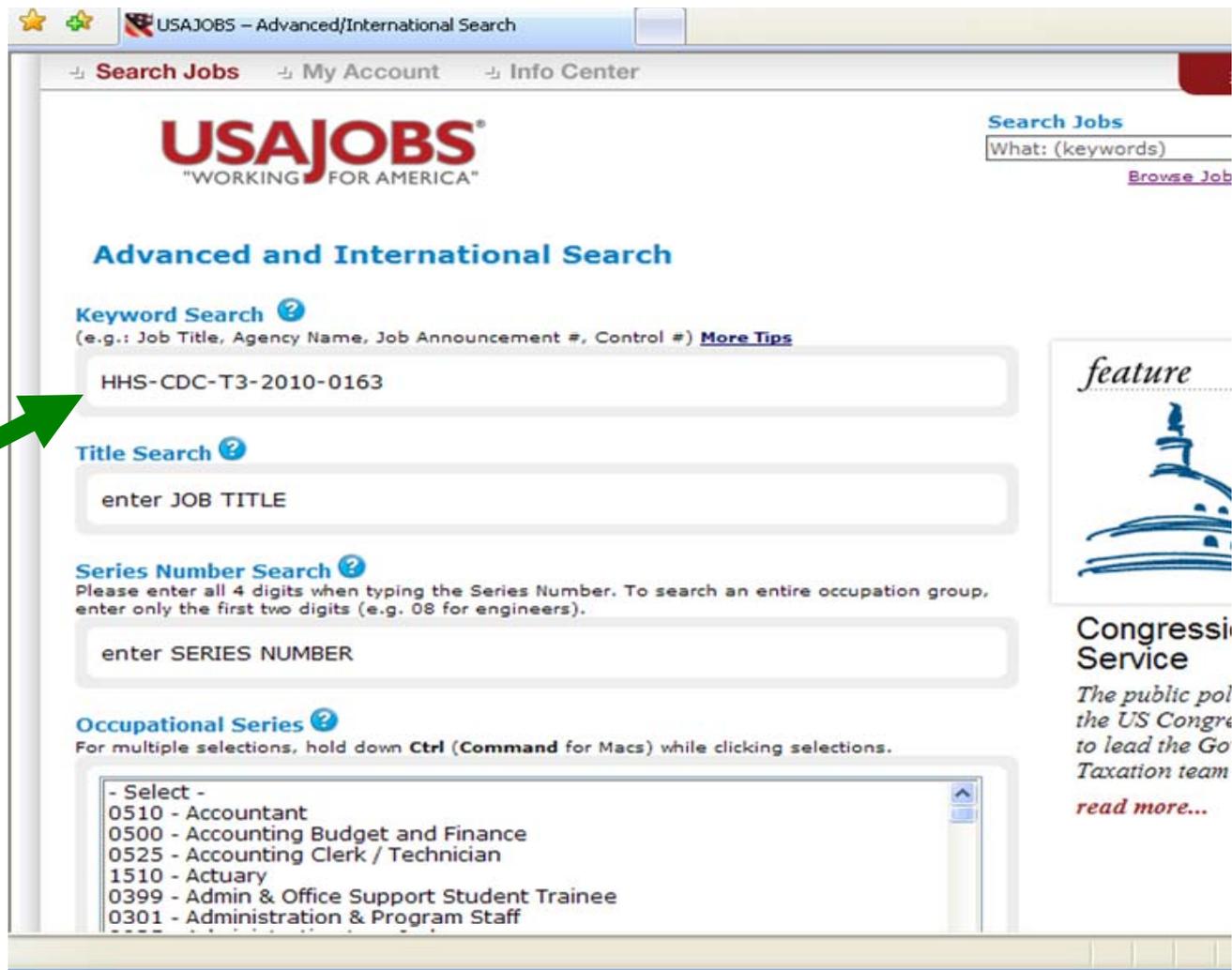
- Log on to [www.USAJobs.gov](http://www.USAJobs.gov)
- Locate announcement (use number or position type)
- Read the announcement in its entirety to determine if you are eligible to apply- determine if it is internal or external
- Determine whether or not supporting documentation is required – it often is- prepare to transmit these records
- Review the questions in the job application prior to applying
- Prepare your answers including the narratives responses using a word processing software off line. (This will allow you to copy and paste your responses in the appropriate place in the application).

# Federal Job Application Process:

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- Submit documentation at the time of application for the OCV or the closing date on the single vacancy announcement
  - OC announcements will have closing dates one year from opening but you will not be considered for a position that is being filled until all your supporting documentation has been received which must be at the time of application.
- New announcement requires reapplication beginning February 5, 2010. You can modify your application at any time by going back into USAjobs.gov

# How to enter in announcement number



The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". The main heading is "USAJOBS" with the tagline "WORKING FOR AMERICA". Below this, there is a "Search Jobs" section with a search box labeled "What: (keywords)" and a "Browse Job" link. The main content area is titled "Advanced and International Search" and contains four search options:

- Keyword Search** (with a help icon): Includes a subtext "(e.g.: Job Title, Agency Name, Job Announcement #, Control #) [More Tips](#)". The input field contains the text "HHS-CDC-T3-2010-0163". A green arrow points to this field.
- Title Search** (with a help icon): Includes the subtext "enter JOB TITLE".
- Series Number Search** (with a help icon): Includes the subtext "Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers)." and the input field "enter SERIES NUMBER".
- Occupational Series** (with a help icon): Includes the subtext "For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections." and a list of occupational series:
  - Select -
  - 0510 - Accountant
  - 0500 - Accounting Budget and Finance
  - 0525 - Accounting Clerk / Technician
  - 1510 - Actuary
  - 0399 - Admin & Office Support Student Trainee
  - 0301 - Administration & Program Staff

On the right side of the page, there is a "feature" section with an illustration of the US Capitol building and the text "Congressional Service" followed by the quote "The public pol the US Congre to lead the Go Taxation team" and a "read more..." link.

# Federal Job Application Process:

## How to apply for a particular announcement

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- Click the “Apply Online” button
- Select your resume and paste it into the application.
- Click “Apply For Position Now” button
- Respond to questionnaire; click “Finish” button
- Click “Finish” button at the end of page that displays your completed application and resume
- Check for email confirmation that your application was completed and forwarded for consideration
- Your application must be completed, all supporting documentations **faxed**, if necessary, and received at the time of application. All other singles vacancies close at 11:59 PM Eastern Time on the closing date of the announcement. **Do not wait until late the night the application is due – if you encounter system problems your application will be late and will not be considered.**

# Tips for Success: During the application process

- Create Resume IN ADVANCE
- Use the number to search for the announcements
- Read ALL tabs on USAJobs.gov:



- Do not use acronyms
- Include dates (month and year) of relevant experience (beginning and end)
- Do not copy your resume into the questions
  - This is your opportunity to provide additional information not in your resume and to point to specific relevant experience

# Tips for Success:

## During the application process

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- Check all countries of interest
  - Cannot be considered for hire in a country if did not apply for the specific country
- Check all grades you are interested in
  - Cannot be considered as a GS 13 if you only apply for 14
- Approval of credentials if trained outside the US.
  - Special services which provide approval of non-US degrees
- Fax transcripts, DD214, SF-50, etc., via our fax-imaging with the fax cover sheets as soon as possible to 1-866-539-4484
- Save your Fax status report for documentation of submission
- Be sure you get an e-mail that your application was successfully completed.

# Possible Candidate Selection Timeline: 2010

- **February 5** –OCV Announcements open for all vacancies
- **March 5** AHRC begins pulling certificates of eligible candidates from the OC vacancy announcements
- **March- May**
  - Global Health programs will be considering candidates
  - HQ review of applicants
  - Final interviews
  - Submission of selections
  - Offer to selected candidate by AHRC
- Clearances (medical, suitability and security)
- Predeployment orientation
- Pre-Deployment Training
  - Preparing for Work Overseas (required)
- **Deployment to field September/October 2010**

If you are not contacted for an interview in April or May it could happen later in the year – but the timeframes above will be adjusted based on the date of the interviews.

# List of current OC Vacancy Announcements –

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- Medical Officer, GS-602-13/14/15 (Internal)  
HHS-CDC-T3-2010-0159
- Medical Officer, GS-602-13/14/15 (External)  
HHS-CDC-D3-2010-0148
- Epidemiologist, GS-601-13/14/15 (Internal)  
HHS-CDC-T3-2010-0163
- Epidemiologist, GS-601-13/14/15 (External)  
HHS-CDC-D3-2010-0196

# Current Open Continuous Vacancy Announcements-

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- Public Health Advisor, GS-658-13/14 (Internal)
  - HHS-CDC-T3-2010-0121
- Public Health Advisor, GS-685-13/14 (External)
  - HHS-CDC-D3-2010-0201
- Health Scientist (Lab), GS-601-13/14 (Internal)
  - HHS-CDC-T3-2010-0171
- Health Scientist (Lab), GS-601-13/14 (External)
  - HHS-CDC-D3-2010-0202

# Where to find more info on the FY2010 positions:

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For information on vacancies:

[www.cdc.gov/globalhealth/employment.htm](http://www.cdc.gov/globalhealth/employment.htm)

click on Overseas vacancies – lists every CDC overseas vacancy currently open

AHRC link

<http://intranet.cdc.gov/hr/employment/vacancies.html>

**Must Apply through [www.usajobs.gov](http://www.usajobs.gov)**



# Federal Job Application Process: Essentials

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1. First familiarize yourself with USAJOBS by visiting <http://www.usajobs.gov/firsttimers.asp>
2. Review the How to Apply section at <http://www.hhs.gov/careers/apply.html>
3. Register with USAJOBS – create a user account at <http://www.hhs.gov/careers/apply.html#account>
4. Build your resume – OPM uses a resume builder; for tips on building your resume, <http://www.usajobs.gov/infocenter/resumetips.asp>

## Other helpful Atlanta Human Resources Center WebPages

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- *CDC Employment web page →*  
<http://www.cdc.gov/employment.htm> -
  - *Especially note the link to Overseas Opportunities for current openings*
- *Find Your Careers at CDC →*  
<http://www.cdc.gov/employment/findcareer.htm>
- *Search All Jobs At CDC →*  
[http://jobsearch.usajobs.opm.gov/agency\\_search.asp](http://jobsearch.usajobs.opm.gov/agency_search.asp)
- *Applicant Resources:*  
<http://www.cdc.gov/employment/appresources.htm>

# Federal Job Application Process:

## Other useful links

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- OPM's Qualifications Standards →  
<http://www.opm.gov/qualifications/>
- HHS Careers Home Page →  
<http://www.hhs.gov/careers/index.html>
- How To Apply →  
<http://www.hhs.gov/careers/apply.html>
- USAJOBS Tutorial →  
<http://www.usajobs.gov/firsttimers.asp>
- USAJOBS Info Center →  
<http://www.usajobs.gov/infocenter/>
- Building Your Resume →  
<http://www.usajobs.gov/infocenter/resumetips.asp>

# Where to find more info on the FY2010 positions:

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click on Overseas vacancies – lists every  
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AHRC link

<http://intranet.cdc.gov/hr/Employment/vacancies.htm>

**US Citizens Must Apply through**  
**[www.usajobs.gov](http://www.usajobs.gov)**



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- *Find Your Careers at CDC →*  
<http://www.cdc.gov/employment/findcareer.htm>
- *Search All Jobs At CDC →*  
[http://jobsearch.usajobs.opm.gov/agency\\_search.asp](http://jobsearch.usajobs.opm.gov/agency_search.asp)
- *Applicant Resources:*  
<http://www.cdc.gov/employment/appresources.htm>

# Federal Job Application Process:

## Other useful links

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- USAJOBS Info Center → <http://www.usajobs.gov/infocenter/>
- Building Your Resume → <http://www.usajobs.gov/infocenter/resumetips.asp>

# Open for Questions

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Problems/Inquiries regarding  
application/status:

**[hrcs@cdc.gov](mailto:hrcs@cdc.gov) - 770-488-1725**

