



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 031

Date: September 23, 2010

**TO: ALL MISSION PERSONNEL**

**FROM: AMANDA JOHNSON-MILLER – ACTING HRO**

**SUBJECT: LEGAL SPECIALIST, DEPARTMENT OF JUSTICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE: LEGAL SPECIALIST**

**OPEN TO: All Interested Candidates**

**GRADE LEVEL: FSN-10, FP-05\* (FULL PERFORMANCE LEVEL)**

**WORK HOURS: Full Time, 40 hours per week**

**OFFICE LOCATION: Department of Justice**

**OPENING DATE: Immediate**

**DEADLINE: October 14, 2010 at 6 P.M. Kyiv Time**

*\*FP -05 is subject for confirmation with Washington.*

**NOTE: IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL INTERESTED CANDIDATES MUST BE *ELIGIBLE* FOR EMPLOYMENT IN UKRAINE AT THE TIME OF SUBMITTING APPLICATION.**

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

**BASIC FUNCTION OF POSITION:**

Incumbent is the aide to U.S. Department of Justice (DOJ)/OPDAT Anti-Corruption Resident Legal Advisor (ACRLA), advising ACRLA on legal, policy and political issues affecting the OPDAT program, which provides assistance to the Ukrainian government on fighting corruption through a program of legislative and institutional reform, as well as skills development training for prosecutors, investigators, judges and other Ukrainian government officials. Incumbent manages and helps plan legislative and institutional reform initiatives; reviews and analyzes current and draft legislation; maintains contacts and meets regularly with Ukrainian government officials; plans and organizes conferences and trainings; and manages the budget and administrative activities.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Manages a program of corruption-related legislative reform, including reviewing and analyzing draft legislation; advising the ACRLA on existing and draft legislation, legal issues and procedures; coordinating with ACRLA and Ukrainian officials and practitioners in planning and implementing legislative programs; writing legal memoranda and reports; planning and arranging working group conferences, including arranging location, financing and payments; arranging and participating in meetings with Ukrainian officials and experts, translating as necessary, and advising ACRLA on contents of meetings. Establishes and maintains communication channels with senior Ukrainian officials involved in drafting legislation, and serves as liaison between the ACRLA and such officials. Tracks international and national media coverage of relevant developments.

**40%**

2. Manages a program of structural and institutional reform related to fighting corruption, with particular focus on establishing a conflicts of interest regime, an income and asset declaration regime and the activities of internal investigation units. Establishes and maintains communication channels with senior Ukrainian officials, particularly in prosecutors' offices, and serves as liaison between the ACRLA and Ukrainian criminal-justice officials. Arranges and participates in meetings with senior government officials, translates as necessary, and advises ACRLA on contents of meetings.

**25%**

3. Manages a program of advanced legal education, training and conferences with government officials, experts and NGOs, relating to combating corruption as well as reforming the civil service through the introduction of a conflict of interest and ethics code. Focus of such activity will be on prosecutors, investigators, and ministry and agency leaders. Coordinates with ACRLA in developing substantive curricula, preparing training materials, tracking and evaluating program participation. Coordinates with ACRLA on planning and arranging timing and location of conferences, ascertaining the

costs and requirements, reviewing training materials, arranging for interpretation and translation of documents, and meeting with visiting delegations.

**25%**

4. Manages and monitors the budgets for operations and activities developed by the program as approved by the ACRLA, and functions as liaison with OPDAT HQ and Embassy financial office in managing fund cites. Manages and performs such general administrative and other duties as are required, including organizing meetings, provision of logistical support for visiting delegations, maintaining correspondence and records.

**10%**

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

➤ University degree in law is required.

#### **WORK EXPERIENCE:**

➤ Minimum 3 years experience as an attorney is required.

#### **LANGUAGE:**

➤ Level IV (fluent English), Level IV Ukrainian, Level III Russian. Must have an in-depth knowledge of legal vocabulary in each language. Must be able to interpret and translate from one language to the other as required.

#### **KNOWLEDGE:**

➤ Must possess an excellent understanding of the Ukrainian legal system and criminal justice system, as well as a solid understanding of the American and/or other European legal systems.

#### **SKILLS AND ABILITIES:**

➤ Must have the ability and maturity to interact effectively with senior government officials and the public, and to speak before groups. Must be able to evaluate the quality of performance by service provider.

### **APPLICATION AND SELECTION PROCESS:**

✓ Interested applicants should fax or send Universal Application for Employment (DS-174) to the Embassy Human Resources Office, American Embassy, 4 Hlybochyt's'ka St., fax: 490-4085. Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed and submitted in hard copy or scanned and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov).

DS-174 is available at this link: <http://ukraine.usembassy.gov/job-opportunities.html>.

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include Universal Application for Employment (DS-174) will be considered incomplete and will not receive further consideration for recruitment. Only those applicants who are selected for interviews will be contacted.

**ADDITIONAL SELECTION CRITERIA:**

! Current employees serving a *probationary period* are not eligible to apply for this position.

! U.S. Veterans and US Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with U.S. law and State Department Regulations. Candidates who claim *U.S. Veterans preference* must provide a copy of their Form DD-214 with their application.

! US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.

! US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

CLEARED: DLewis – DOJ/OPDAT  
JEngstrom – DOJ/OPDAT