



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 025

Date: July 12, 2010

**TO: ALL MISSION PERSONNEL**

**FROM: AMANDA JOHNSON-MILLER – MANAGEMENT OFFICER**

**SUBJECT: ADMINISTRATIVE ASSISTANT AT THE OVERSEAS  
BUILDINGS OPERATIONS OFFICE**

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:** Administrative Assistant at Overseas Buildings  
Operations Office (OBO)

**OPEN TO:** All interested Candidates

**GRADE LEVEL:** FSN-07, FP-07\* (Full performance level)  
FSN-06, FP-08\* (Training level)

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

**OFFICE LOCATION:** New Embassy Compound (NEC)

**OPENING DATE:** Immediate

**DEADLINE:** July 26, 2010 at 6 P.M. Kyiv time

*\*FP-07/06 is subject to confirmation with Washington.*

***IMPORTANT NOTE:*** *This position will be staffed ONLY for the period of NEC construction (approximately o/a November 2011) and will be eliminated accordingly at the discretion of the hiring office.*

**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:**

Position serves as a secretary and an administrative assistant to the NEC Project Director. This position has a wide variety of administrative and coordination tasks on behalf of the OBO office. The position supervises one driver.

**MAJOR DUTIES AND RESPONSIBILITIES:**

A. Maintains the log of contractual submittals and OBO correspondence with each action deadline and response. Forwards the tasks to OBO employees and tracks technical reviews status to ensure a timely response. **25%**

B. Creates and maintains hard copy and electronic files for the OBO office. **20%**

C. Coordinates with Ukrainian Ministries and local engineering consultants to arrange for permanent utility services (electric, water, gas, etc.) to be connected to the NEC. Serves as the main point of contact for local equipment vendors and suppliers to maintain OBO office equipment and replenish office supplies and materials. **20%**

D. Keeps OBO schedule, makes appointments for OBO staff, answers telephone calls and redirects them to appropriate organizations OBO and Embassy employees. Prepares travel schedules. Drafts and translates correspondence for OBO staff. **15%**

E. Makes local and international travel arrangements including preparation of travel itineraries, tickets order, hotel reservations, travel voucher preparation for OBO staff, visitors, and TDY. **5%**

Other duties as assigned including timekeeping, supply procurement, equipment maintenance. **15%**

## **REQUIRED QUALIFICATIONS FOR FULL PERFORMANCE LEVEL, FSN-7:**

### **EDUCATION:**

- Bachelor degree in Business Administration, Management, English or Social Sciences is required.

### **WORK EXPERIENCE:**

- At least three years of general clerical experience including office management, administrative, secretarial work or any other related experience is required.

### **LANGUAGE:**

- Level IV (fluency) of English, Ukrainian and Russian (speaking/reading/writing).

### **KNOWLEDGE:**

- Overall Knowledge of the US. Embassy structure or similar equivalent experience in a professional office that can be demonstrated, good knowledge of administrative procedures; good knowledge of the host country.

### **SKILLS AND ABILITIES:**

- The successful candidate should possess excellent command of MS Office applications (Word, Excel, PowerPoint), ability to coordinate, persuade and negotiate within OBO and with other sections of the Embassy, has sound judgment and ability to communicate efficiently, especially with outside contacts and the public.

## **REQUIRED QUALIFICATIONS FOR TRAINING LEVEL, FSN-6:**

### **EDUCATION:**

- Bachelor degree in Business Administration, Management, English or Social Sciences is required.

### **WORK EXPERIENCE:**

- At least two years of general clerical experience including office management, administrative, secretarial work or any other related experience is required.

### **LANGUAGE:**

➤ Level IV (fluency) of English, Ukrainian and Russian (speaking/reading/writing).

#### KNOWLEDGE:

➤ Overall Knowledge of the US. Embassy structure or similar equivalent experience in a professional office that can be demonstrated, good knowledge of administrative procedures; good knowledge of the host country.

#### SKILLS AND ABILITIES:

➤ The successful candidate should possess excellent command of MS Office applications (Word, Excel, PowerPoint), ability to coordinate, persuade and negotiate within OBO and with other sections of the Embassy, has sound judgment and ability to communicate efficiently, especially with outside contacts and the public.

#### APPLICATION AND SELECTION PROCESS:

✓ Interested applicants should fax or mail their *current résumé* and *letter of interest* in **English** to the Embassy Human Resources Office, American Embassy, 4 Hlybochyts'ka St., fax # 490-4085. Applications can be also sent by e-mail to: [KyivHR@state.gov](mailto:KyivHR@state.gov)

**Note:** **Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.**

✓ If you are already employed by the U.S. Embassy, please send a *short memorandum* and *updated résumé* to the Human Resources Office to indicate your interest in this vacancy.

✓ Initial screening will be based on the curriculum vitae or résumé and letter of interest. Candidates ranked highest may be invited to meet with HR staff and to take tests as appropriate. Those ranked highest may then be referred for interviews.

✓ If two or more US Citizen EFM or US Veteran applicants are being considered for employment, the Post Employment Committee will meet to interview and rank candidates and make a recommendation for employment to the supervisor.

✓ Management will consider additional selection criteria that may include issues of *conflict of interest, nepotism and budget implications*.

#### 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:           ARaley - OBO (by e-mail)  
                          DMercadante - FMO