



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

035

Date: November 16, 2010

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: POLITICAL ASSISTANT

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: Political Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-09, FP-5* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

OFFICE LOCATION: Political Section

OPENING DATE: Immediate

DEADLINE: November 30, 2010 at 6 P.M. Kyiv Time

**FP-5 is subject for confirmation with Washington.*

IMPORTANT NOTE: ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Monitors, analyzes, and prepares reports on a broad scope of complex political, social, and legal developments in Ukraine, based on published and unpublished sources and local contacts, intended for internal use and submission to Washington. Liaises directly with the Rada, NGOs, academics, and government officials on Embassy business; serves as an interpreter for high-ranking U.S. officials. Handles one of three specific portfolios covering regional politics, foreign and security policy, non-proliferation, and counterterrorism; the Cabinet of Ministers, local government, religious freedom, and human rights; or the Rada, parliamentary activity, legislative analysis, and political party developments.

MAJOR DUTIES AND RESPONSIBILITIES:

➤ Analysis/Monitoring: 30%

Follows political, social, and legal developments in all forms of media, determines which items are of interest to Embassy and Washington officials; drafts a daily press summary used by the entire embassy, Washington, and regional posts. Reports on political and social developments in designated area of responsibility (regional politics/foreign and security policy/non-proliferation/counterterrorism; Rada/legislative/party affairs; or Cabinet of Ministers/ Presidential Administration/local government/human rights) based on published sources and discussions with political figures, media contacts, and Ukrainian officials at all levels, in Kyiv and in the provinces. Prepares biographic reports on important political leaders and figures. Maintains a library of political press clippings on issues within area of responsibility. Ensures information and statistics are readily available for Mission officers. Prepares cables and reports for Washington. Prepares first drafts of several annual congressionally mandated reports. Exercises considerable latitude in carrying out research and reporting vital in forecasting probable future developments, advising embassy officers of issues, personalities, and problems deserving special attention.

➤ Representation: 30%

Attends parliamentary sessions, press conferences, seminars, and court sessions in place of Embassy officers; reports on such events as political party conferences, NGO roundtables, press conferences and sensitive court cases. Showing a high level of independent initiative, maintains dialogue with an extensive range of high-level contacts, including key NGO activists, academics, journalists, government officials and members of parliament.

➤ **Liaison:**

30%

Advises Embassy officers on personalities and histories of key embassy interlocutors, suggesting new contacts for Ambassador, other embassy officials, and USG visitors, both in Kyiv and in provinces. Schedules meetings for officers and visiting delegations and maintains frequent contacts with Ukrainian officials at all levels, including Members of Parliament, assistants to Ministers and mid-to-high-level ministerial officials, and leading journalists and academicians; interprets for Embassy officers, including Ambassador, and other USG officials, including VIP congressional and administration delegations, in meetings up to Cabinet-ranked Ministers and the Rada Speaker. Translates official correspondence both from and into English, Ukrainian, and Russian with no supervision; drafts diplomatic notes, letters and faxes.

➤ **Backup:**

10%

Backs up other Political Specialists in their areas of responsibility.

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ University degree in political science or any other related field is required.

WORK EXPERIENCE:

➤ At least three years of progressively responsible experience in the field of analysis, journalism, government, or civil society organization is required.

LANGUAGE:

➤ Level IV (fluency) in English, Ukrainian and Russian is required.

KNOWLEDGE:

➤ The jobholder should have a sound grasp of U.S. foreign policy objectives, U.S. policy towards Ukraine, and internal political reporting requirements and procedures. Requires thorough understanding of Ukraine's political structure and institutions; political, economic and social policies; as well as parties, factions, politicians, NGOs, and current trends. Ability to organize and execute complex research projects and prepare precise and accurate factual and analytical reports in English. Must have strong translation/interpretation skills.

SKILLS AND ABILITIES:

➤ Good analytical ability, in order to obtain and evaluate relevant information about Ukrainian political developments

Must have ability to organize and execute complex research projects and prepare precise and accurate factual and analytical reports.

Must be able to work independently.

Must have ability to work efficiently and effectively under pressure and to adapt rapidly to changing requirements while maintaining high level of quality. Must be able to set priorities.

Must have strong translation/interpretation skills; be able to interpret Ukrainian and Russian to English and vice versa, in a professional manner.

Must have good word processing skills, and user-level computer/Internet skills.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office **by COB November 30, 2010**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

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 the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

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

! 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.

! U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy

of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

! Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

RKimbrell-POL (by e-mail)

TAlston – A/FMO (by e-mail)