



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

007

Date: January 29, 2016

TO: ALL MISSION PERSONNEL

FROM: CALANDRA HERSRUD – ASSISTANT MANAGEMENT OFFICER

SUBJECT: ECONOMIC ANALYST, PART-TIME POSITION

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

POSITION TITLE: **Economic Analyst**

OPEN TO: **U.S. Citizen Eligible Family Members ONLY**
(see the definition below) – All Agencies

GRADE LEVEL: **FP-06* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **Part-Time (32 hours per week)**

OFFICE LOCATION: **ECONOMIC SECTION**

OPENING DATE: **Late April**

DEADLINE: **February 12, 2016 at 6 P.M. Kyiv Time**

****FP-06 is subject to confirmation with HR/EUR bureau in Washington D.C.***

BASIC FUNCTION OF POSITION:

The position is located in the Economic Section of the Embassy and report to the Deputy Economic Counselor. The portfolios focus on Ukrainian business trends, biographic reporting, agricultural, environment, science, technology, social, energy and assistance-related issues.

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ Bachelor's degree in economics, liberal arts or related field is required.

WORK EXPERIENCE:

➤ At least three years of experience in a governmental, non-governmental organization, international organization, business, legal, educational, professional or think tank environment where reading, writing, research, critical thinking, and other intellectual skills are required on a regular basis.

LANGUAGE:

➤ Level IV (fluent) in English is required.

KNOWLEDGE, SKILLS AND ABILITIES:

➤ Good working knowledge of the Mission and section as well as about Ukraine, good understanding of business and economic issues are required. Must be able to work with mid to high-level Ukrainian Government contacts. Must be able to use common computer programs, e-mail, word-processing, and spreadsheets. Strong English-language writing skills are required.

APPLICATION AND SELECTION PROCESS:

✓ 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 February 12, 2016**. The DS-174 form 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: [521-51-55](tel:521-51-55).**

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 DS-174 form will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The candidate must be able to obtain and hold a **Secret (S) security clearance**.
- Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.

- Current NOR employees (non-ordinarily residents) hired under Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 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.

DEFINITION OF U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM):

- (1) U.S. citizen; and
- (2) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

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.