



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

JOB OPPORTUNITY ANNOUNCEMENT

008

Date: February 2, 2016

TO: ALL MISSION PERSONNEL

FROM: CALANDRA HERSRUD – ASSISTANT MANAGEMENT OFFICER

SUBJECT: CULTURAL AFFAIRS ASSISTANT

Interested candidates 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: Cultural Affairs Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Public Affairs Section (PAS)

OPENING DATE: Immediate

DEADLINE: February 16, 2016 at 6 P.M. Kyiv Time

**FP –07 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZENS, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Under the general supervision of the Senior Cultural Assistant for Alumni Outreach, the Alumni Outreach Coordinator promotes greater contact and cooperation among Ukrainian former participants of USG-sponsored exchange and training programs. The incumbent uses social networking tools and organizes face-to-face alumni conferences and meetings, with emphasis on events outside of the capital. S/he prepares and disseminates news and information of general interest to alumni and other contacts online, and maintains a database of past USG program grantees and other individuals who play an important role in developing and maintaining relationships with this important target audience.

REQUIRED QUALIFICATIONS:

EDUCATION:

University degree in any liberal arts fields, library and/or information science, information technology area is required.

WORK EXPERIENCE:

Two years of relevant professional work experience, including use of social networking for program outreach is required.

LANGUAGE:

Level IV (fluency in reading/writing/speaking) in English, Ukrainian and Russian is required.

KNOWLEDGE:

Good understanding of U.S. and Ukrainian educational, political, and cultural structures; working knowledge of USG sponsored exchanges, grants, and training programs.

SKILLS AND ABILITIES:

Ability to use Microsoft Office and database programs and popular social media tools and platforms. Highly-developed communication skills and ability to plan complex projects from beginning to end are required.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **February 16, 2016**. 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 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 a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- 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 of 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.

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.