



USAID JOB OPPORTUNITY ANNOUNCEMENT #009

DATE: August 19, 2016

TO: ALL AGENCIES OF THE US EMBASSY IN KYIV, UKRAINE

FROM: UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID), REGIONAL MISSION TO UKRAINE, BELARUS AND MOLDOVA

SUBJECT: ADMINISTRATIVE 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.***

POSITION TITLE: ADMINISTRATIVE ASSISTANT

OPEN TO: ALL AGENCIES OF THE US EMBASSY IN KYIV, UKRAINE

GRADE LEVEL*: FSN-7(Full Performance Level)
FSN-06 (Training Level)*

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: USAID/Ukraine, Regional Contract Office (RCO)

OPENING DATE: Immediate

DEADLINE: September 2, 2016 at 6 P.M. Kyiv Time

**The successful incumbent will be hired at the Training Level, FSN-6 until all mandatory USAID training is completed and the full performance level of the position is reached.*

BASIC FUNCTION OF POSITION:

Provide administrative support to the RCO Office Director and Deputy Director, and to the RCO professional staff as needed. Assure that routine support is provided in a highly professional manner, meetings are arranged in a timely fashion, travel is arranged as needed, and sufficient office supplies are available.

QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education: A bachelor's degree or its equivalent.
- b. Prior Work Experience: Two years of secretarial and clerical experience in the service sector, the development assistance sector or other experience related to USAID operations. Knowledge of correspondence formats, file and records management, and word processing.
- c. Post Entry Training: On-the-job training in USAID specific programs and procedures will be provided. Attendance at USAID or other professional courses will also be provided, as available and required.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English, as well as native ability in Russian and Ukrainian.
- c. Job Knowledge: Knowledge of, or potential to acquire knowledge of, general U.S. Government policies, procedures and documentation related to development assistance is essential. Some familiarity with USAID A&A procedures is desirable as is knowledge of the Technical Terminology used by RCO in all three languages.
- e. Skills and Abilities: An ability to plan, manage, prioritize, and complete tasks assigned from various sources. The skills to operate effectively in a high paced, high pressure environment. The ability to establish and to maintain administrative support for RCO as a whole. The ability to coordinate contacts with high and mid-level contractor representatives as well as the leaders of non-governmental organizations and other donors. An ability to work independently with minimum supervision. The ability to understand and to effectively explain USAID roles, objectives and procedures. The incumbent shall also be self-motivated, well organized, energetic and congenial, and demonstrate a willingness and ability to work effectively and collaboratively in a team-based environment.

APPLICATION AND SELECTION PROCESS:

Interested candidates in order to apply for this position must submit in English:

1. Current *résumé* or curriculum vitae and a letter of interest;
2. Mandatory Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form could be obtained from the Embassy website (**PDF format**):

<http://ukraine.usembassy.gov/job-opportunities.html> or from the USAID website (Word format): <http://ukraine.usaid.gov/content/employment-opportunities-en>

A *résumé* or curriculum vitae must contain three to five references with current contact information. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

A *letter of interest* must describe what the applicant understands to be the key responsibilities of the position and highlight the applicant's qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the requirements of each of the evaluation criteria described above. The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

SUBMIT APPLICATIONS TO:

Human Resources Office

KyivHR@state.gov, fax: +38-044-521-5155

Include vacancy number and position title in the subject line of your email/fax cover sheet and on your application.

Note: Only those applications that are received in the Human Resources Office *before* the closing date (**September 2, 2016 before 6 P.M. Kyiv Time**) will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for the written test and interviews will be contacted.

ADDITIONAL SELECTION CRITERIA:

- This position is open to Ordinary Residents. Ordinarily Resident (OR) – An individual who meets the following criteria:
 - ✚ A citizen of the host country or a non-citizen of the host country who is locally resident, has legal and permanent residency status within the host country is a holder of a non-diplomatic visa, and has a work permit;
 - ✚ Is subject to host country employment and tax laws.

A non-citizen of the host country must provide a copy of proof of residence and employment eligibility.

- Current Mission employees serving a *probationary period* are not eligible to apply for this position.
- Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

- A written test will be given to assess the candidate's English writing skills, proficiency with Microsoft applications and general computer skills.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) 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 US Government 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: USAID/EXO