



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

JOB OPPORTUNITY ANNOUNCEMENT

036 (3)

Date: November 30, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: PROGRAM 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: Program Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-08, FP-06* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: International Narcotics and Law Enforcement Section (INL)

OPENING DATE: Immediate

DEADLINE: December 14, 2015 at 6 P.M. Kyiv Time

**FP-06 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:

Incumbent assists in implementing one of the three INL-funded technical assistance projects (law enforcement, criminal justice, anti-corruption, or SWAT- special weapons and tactical team) in accordance with INL procedures, guidelines and priorities. Position holder works under the supervision of the Program Management Specialist.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

EDUCATION:

Bachelor degree in management, law, international law, international relations or other related field is required.

PRIOR WORK EXPERIENCE:

Minimum three years of experience in office environment including minimum one year of experience in implementing technical assistance projects related, but not limited to: criminal justice, law enforcement, rule of law, human rights, anti-corruption or government sector reforms.

LANGUAGE PROFICIENCY:

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

JOB KNOWLEDGE:

A thorough knowledge of the host government's law enforcement and legal system, and the organization and operation of key criminal justice institutions, including but not limited to the Ministry of Internal Affairs, Ministry of Justice, the Prosecutor-General's Office, and judiciary, a general knowledge of host country's political structure and institutions, and key political figures. Knowledge of legal terminology is also required.

SKILLS AND ABILITIES:

Ability to organize and execute technical assistance programs. Ability to develop and maintain extensive contacts in the local governmental, legal, educational and law enforcement sectors. Excellent organizational and interpersonal skills. Ability to manage implementing partners and maintain good working relations with other donors and implementers. Ability to find cost effective solutions in the U.S. Government interest. Must have excellent computer word processing 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 in **English** and submit it to the Embassy Human Resources Office by **COB December 14, 2015**. 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) should be fully completed in English and emailed to: KyivHR@state.gov or faxed to: 044-521-5155.

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. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.

ADDITIONAL SELECTION CRITERIA:

- 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 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.