



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

#039

Date: November 9, 2011

**TO: ALL MISSION PERSONNEL**

**FROM: TERRY ALSTON– HUMAN RESOURCES OFFICER**

**SUBJECT: CO-CLO COORDINATOR**

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** CO-CLO COORDINATOR

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

**POSITION SCHEDULE:** PART-TIME\* (approximately from 28 to 32 hours per week).

**GRADE LEVEL:** FP-06/FP-07\*\* (full performance level)

**OFFICE LOCATION:** Community Liaison Office

**OPENING DATE:** o/a January 2012

**DEADLINE:** November 27, 2011

\* There are two Co-CLO job-shared positions, post is currently hiring one of two part-time employee.

\*\* Final grade for this position will be determined by Family Liaison Office based on the credentials of a successful candidate

## DEFINITIONS:

### *U.S. Citizen Eligible Family Member (USEFM) is:*

- (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.

## BASIC FUNCTION OF POSITION:

This position is located within the Management section. The Community Liaison Office Co-Coordinator (CLO) reports directly to the Post Management Counsellor and is responsible for a wide variety of programs and services to the official U.S. Government community at the post, as well as visiting USG personnel as appropriate. This position requires a motivated, people-oriented individual who is able to work independently.

## MAJOR DUTIES AND RESPONSIBILITIES:

- ***Embassy/Community Liaison and Program development: Attends Country Team and Management meetings; acts as community*** liaison to AEEA (American Embassy Employees Association) Board, Housing Board and outside community organizations, such as International Women's Club of Kyiv; promotes morale and sense of community at post; organizes social, cross-cultural and community activities, with special emphasis for American employees and family members; acts as liaison between employees and schools at post, including Kyiv International School and Pechersk School International. Facilitate programs that support students and youth at post. **30%**
- ***Arrival & Sponsor Program:*** Ensures new employees and family members are properly welcomed; directs mission-wide sponsor program, organizes newcomers' orientation programs and activities, updates and monitors distribution of post's orientation and welcoming material. Provides information on educational options available to employees and family members, including information on schools, education allowances, special needs resources, home schooling, distance learning, adult education opportunities and child care issues. **20%**

- **Information Resource and Management:** Gather, maintain and disseminate information to the community, post management and appropriate functional offices in the Embassy. Develop and maintain resource files of information from within and outside the Mission to best serve constituent needs. Contributes information to the Post newsletter. Oversees the final editing of the newsletter, which is prepared by a contractor. **15%**
- **Reporting requirements:** Prepares semi-annual CLO activities report; coordinates yearly family member employment and childcare reports and sends them to M/FLO office in Washington; coordinates collection of data for the Office of Overseas Schools summary report; updates Post information to Overseas Briefing Center; **10%**
- **Security Liaison and Crisis Management:** Works with RSO to enhance security awareness at post, serves on the Embassy Emergency Action Committee and acts as information conduit between Embassy and family members in times of crisis/evacuation. Works with RSO to organize security briefings, contingency planning seminars, and town meetings to ensure information on emergency preparedness is disseminated to the community. **10%**
- **Family Member Employment:** Works with HR Office to promote family member employment within the Mission; sits as a non-voting member on the Family Member Employment Committee. **5%**
- **Counseling and Referral:** In conjunction with the Health Unit, assists family members in identifying appropriate resources for personal counseling and referral needs. **5%**
- **Performs related duties** as required and directs the activities of the CLO Administrative Clerk. **5%**

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

- High school diploma is required.

### **WORK EXPERIENCE:**

- Minimum two years of experience working with public and providing customer service is required.

### **LANGUAGE PROFICIENCY:**

- Level IV (fluent) speaking/writing ability in English is required.

### **JOB KNOWLEDGE:**

- Must have knowledge of pertinent DOS regulations, programs, and policies, as well as host-country practices, and basic knowledge of the local community.

### **SKILLS AND ABILITIES:**

Must be familiar with the concerns of Foreign Service employees and families; must have good organizational and communication skills, s/he be self-motivated and be able to work

independently; must be willing to take initiative in assessing community needs and implementing programs; must have basic typing/word processing skills and good working knowledge of MS Word, Outlook and Excel.

#### **HOW TO APPLY FOR THIS POSITION:**

✓ 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 27, 2011**. 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 completed, signed and emailed to: [KyivHR@state.gov](mailto: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:**

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **TOP Secret (TS) Clearance as determined by the Bureau of Diplomatic Security**.
- 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.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

## **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:**

KMunchmeyer– MGMT/C (by email)