



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 041

Date: September 9, 2015

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: CONSULAR SERVICES CLERK (2 POSITIONS)**

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:** Consular Services Clerk

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-06, FP-08\* (Full Performance Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Consular Section/Non Immigrant Visa Unit

**OPENING DATE:** Immediate

**DEADLINE:** September 23, 2015 at 6 P.M. Kyiv Time

*\*FP –08 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

ALL U.S. CITIZEN, 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:**

The incumbent in this position pre-screens application packages to ensure they are ready for submission to Non-Immigrant Visa (NIV) staff for data entry and biometric collection. Maintains order in the NIV waiting room. S/he performs basic visa application pre-screening, data entry on the NIV computer system and assists in the physical preparation of approved visas.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

Certificate of secondary school completion is required.

#### **WORK EXPERIENCE:**

Two years of experience in office clerical work is required.

#### **LANGUAGE:**

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

#### **KNOWLEDGE:**

An incumbent, after being fully trained, should have a thorough knowledge of basic operating procedures and the requirements of frequently issued types of visas. Working knowledge of existing immigration programs (employment-based immigration, religious worker immigrant visa, refugee process and Diversity Lottery program) and non-immigrant visa system.

#### **SKILLS AND ABILITIES:**

Ability to pay maximum attention to the details of visa processing. Ability to detect possible fraud trends. Ability to quickly collect information during the pre-screening process. Ability to work under pressure during peak times. Ability to provide courteous and polite service to American citizens and local public at all times. Ability to type quickly and accurately.

### **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 **September 23, 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) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto: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 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.