



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

041

Date: August 28, 2014

TO: ALL MISSION PERSONNEL

FROM: MAURA PELLET – HUMAN RESOURCES OFFICER

SUBJECT: INFORMATION 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: INFORMATION ASSISTANT

OPEN TO: U.S. Citizen Eligible Family Members ONLY
(see the definition below)

GRADE LEVEL: FP-07* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full-Time, 40 hours per week

OFFICE LOCATION: Public Affairs Section

OPENING DATE: Immediate

DEADLINE: September 11, 2014 at 6 P.M. Kyiv Time

* FP-07 is subject to confirmation with Washington.

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:

Coordinates the translation of U.S. Government materials and their placement on Embassy social media sites. Reviews English-language translations of Ukrainian press headlines and news. Supports Public Affairs Section events, e.g. high-level visits, press availabilities, Ambassador's trips, conferences, programs. Implements social media campaigns to promote USG goals using new media. Helps Assistant Information Officer coordinate New Media Unit activities and workload. Oversees Embassy Facebook page. Highlights and explains New Media Unit products to other Embassy sections and agencies to increase their contribution to Embassy social media outreach. Works with New Media Unit to identify Ukrainian social media practitioners for exchange programs.

MAJOR DUTIES AND RESPONSIBILITIES:

- Arranges for the translation of English-language USG materials into Ukrainian and their placement on Embassy social media sites. Assigns material to PAS Locally Employed (LE) Staff and/or contract translators, and then ensures that the NMU places it on appropriate social media platforms, e.g. Embassy website, Facebook, Twitter. Reviews English-language translations of Ukrainian press headlines and news summaries. **35%**

- Provides site support for Embassy public diplomacy events, including high-level visits, press availabilities, Ambassador's trips, conferences, programs. Visits sites in advance to determine suitability; manages sites during events. **20%**

- Guided by the IO and AIO, helps implement social media campaigns to promote USG goals using new media. **15 %**

- Assists the AIO with overseeing the NMU, and supervises the activities of the LE Information Assistant Webmaster and LE Information Assistant Graphic Designer/Videographer/App Developer. Works with LE Staff to oversee the Embassy's Facebook page, helping ensure that it reflects goals and priorities of the Embassy and the U.S. Government. Showcases and explains the products of the New Media Unit to other Embassy sections and agencies so that their public-diplomacy-worthy activities increasingly show up in, and contribute to, Embassy social media outreach. **15%**

- Helps identify qualified Ukrainian candidates for appropriate International Visitor Leadership Programs (IVLP) and other PAS exchange programs. Works with NMU to develop and maintain a broad range of contacts that work in social media. **5%**

- Other duties as assigned. **10%**

REQUIRED QUALIFICATIONS:

EDUCATION:

- Two years of college studies.

WORK EXPERIENCE:

- Two years of administrative experience.

LANGUAGE:

- Level IV (fluent) in English is required.

KNOWLEDGE:

- Basic knowledge of U.S. Embassy structure and procedures. Good understanding of U.S. and Ukrainian foreign affairs policies. Up-to-date social media know-how, especially with leading platforms (Facebook, Twitter, Instagram, etc.)

SKILLS AND ABILITIES:

- Social media skills. Ability to organize and prioritize. Ability to make public presentations for training sessions. User level skills in standard MS Office applications (Word, Excel, PowerPoint).

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 and submit it to the Embassy Human Resources Office **by COB September 11, 2014**. 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, but still must be printed, signed 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 the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- **This position is subject to funds availability and the job offer to a successful candidate will be extended upon receiving an endorsement on the position's budget.**
- 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 **Secret (S) Security 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 applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

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: JHallock - PAS (by e-mail)