



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

044

Date: October 20, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: ADMINISTRATIVE CLERK

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: Administrative Clerk

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-05, FP-09* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Information Resource Management (IRM)

OPENING DATE: Immediate

DEADLINE: November 3, 2015 at 6 P.M. Kyiv Time

**FP –09 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 serves as an administrative assistant to the Information Management Officer (IMO) and an office manager for all Information Resource Management (IRM) sections within the Embassy, totaling more than twenty-three American and LES employees. The employee is responsible for receiving customers' requests for assistance, handling travel and hotel arrangements for IRM staff and visitors, drafting all unclassified office correspondence, to include Diplomatic Notes, handling internal mail and package distribution, facilitating procurement and inventory activities, and many other facets of IRM office operations.

REQUIRED QUALIFICATIONS:

EDUCATION:

Certificate of secondary school completion is required.

WORK EXPERIENCE:

At least three years of experience in an office environment performing administrative and clerical tasks is required.

LANGUAGE:

Level III (good working knowledge) in English is required.

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

KNOWLEDGE:

The incumbent must be sufficiently conversant in IT terminology and technology to accurately identify all relevant components. This position also requires the employee to be familiar with present and emerging computer technologies in order to be a fully effective IT procurement representative. The incumbent must be conversant with local IT market conditions, knowledgeable of company promotions and special offers to facilitate the embassy's trade in up-to-date and cost effective services.

SKILLS AND ABILITIES:

Good interpersonal and customer service skills are mandatory. S/he must be able to operate with little oversight. Strong writing abilities are necessary. Be able to communicate with a wide range of customers either through verbal or writing means in different situations including coordination of VIP visits. Strong organizational skills and knowledge is required. The employee must have excellent PC skills with an intermediate working knowledge of Microsoft's Outlook, Word, and Excel applications.

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 **November 3, 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 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 may consider the following when determining successful candidacy: nepotism/conflict of interest, budget, and residency status.
- 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) or under *Personal Services Agreement* (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- **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.