



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 048

Date: November 06, 2015

**TO: ALL MISSION PERSONNEL**

**FROM: CALANDRA HERSRUD – ACTING HUMAN RESOURCES OFFICER**

**SUBJECT: CONSULAR 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: CONSULAR ASSISTANT**

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

**GRADE LEVEL: FP-08\* (FULL PERFORMANCE LEVEL)**

**WORK HOURS: Full-Time**

**OFFICE LOCATION: Consular Section/Immigrant and Nonimmigrant Visa Units**

**OPENING DATE: Immediate**

**DEADLINE: November 22, 2015 at 6 P.M. Kyiv Time**

*\*FP-08 is subject to confirmation with HR regional bureau in Washington D.C.*

**Important NOTE:**

Upon appointment a successful candidate will have a potential to become a Consular Associate (FP-07/06) when the following prerequisite is met:

- Completion of 6-week Consular Course PC530

## **DEFINITION OF U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM):**

- (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 in the Consular Section of the Embassy, which is responsible for providing consular and visa services in Ukraine. The incumbent of this position assists and supports the operation of the Immigrant Visa (IV) and Nonimmigrant Visa (NIV) Units of the Consular Section. The work environment is open and fast-paced, and requires a motivated, people-oriented individual. The incumbent in this position reports directly to the Deputy Consul General, and daily activities are coordinated with the IV and NIV unit chiefs where the incumbent will be assigned.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

- Completion of high school is required.

### **WORK EXPERIENCE:**

- Two years of experience in a professional office or customer service environment is required.

### **LANGUAGE:**

- Level IV (fluent) in English is required.

### **KNOWLEDGE:**

- Good working knowledge and experience with modern office software and equipment is a must.

## **SKILLS AND ABILITIES:**

➤ Drafting skills in English required. Good customer service, communication and interpersonal skills are also required.

## **APPLICATION AND SELECTION PROCESS:**

✓ 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 22, 2015**. The DS-174 form 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](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 the DS-174 form will be considered incomplete and will not receive further consideration for recruitment.

## **ADDITIONAL SELECTION CRITERIA:**

- The candidate must be able to obtain and hold a **Secret (S) security clearance**.
- Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
- Current NOR employees (non-ordinarily residents) hired under Family Member Appointment (FMA) or a Personal Service 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.
- 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 EFM hiring preference should indicate their EFM status in the application form.

## **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.