



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

049

Date: November 06, 2015

TO: ALL MISSION PERSONNEL

FROM: CALANDRA HERSRUD – ACTING HUMAN RESOURCES OFFICER

SUBJECT: CONSULAR ASSISTANT, PART-TIME POSITION

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-07* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **Part-Time, (20 hours per week) ****

OFFICE LOCATION: **Consular Section/ Nonimmigrant Visa Unit**

OPENING DATE: **o/a February 2016**

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

*** FP-07 is subject to confirmation with HR regional bureau in Washington D.C.**

**** The successful candidate should be available 4 hours per day Monday-Friday, 8AM-12PM.**

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:

The position is responsible for direct support of the Nonimmigrant Visa (NIV) and Immigrant Visa (IV) Units throughout the adjudication process. While this position will be primarily responsible for NIV application review and documentation checks and capture of applicant biometric information, the incumbent may be called upon to assist in providing support to both the NIV and IV units. The position will also assist in ensuring timely, accurate information is available to the public by assisting in website maintenance and preparation of outreach materials. The position can be less than 40 hours per week, but requires the employee to be at work 8 AM to 12 Noon daily at a minimum, as the basic biometric work can only be performed during NIV's public interview hours. 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:

- High school certificate 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 of Consular services is required. Working knowledge of MS Office programs, specifically MS Word and MS Access, is required. Broad understanding of the U.S. Executive and Legislative systems is required. Good working knowledge of visa laws and regulations as contained in 9 FAM and the INA is required.

SKILLS AND ABILITIES:

- Basic IT systems knowledge is required, as are customer service skills. Must have capability of handling sensitive situations with a great deal of tact. Must also be flexible and willing to adapt to changes. The ability to deal with the general public is important.

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 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 EFMs 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.