



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 051

Date: September 29, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: MAURA PELLET – HUMAN RESOURCES OFFICER**

**SUBJECT: TEMPORARY WAREHOUSEMAN**

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:** Warehouseman

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-02, FP-CC\* (FULL PERFORMANCE LEVEL)

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

**POSITION TYPE:** TEMPORARY (NOT TO EXCEED ONE YEAR)

**OFFICE LOCATION:** General Services Office

**OPENING DATE:** Immediate

**LENGTH OF EMPLOYMENT:** 6 months (with possible extension up to 1 year)

**DEADLINE:** October 14, 2014 by 6 P.M. Kyiv Time

*\*FP-CC is subject for confirmation with Washington.*

**IMPORTANT NOTE:**

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

## **BASIC FUNCTION OF POSITION:**

The incumbent serves as a warehouseman to support Embassy operation.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Deliveries:** **40%**  
Delivers furniture, household appliances, office equipment and expandable supplies to/from the Embassy locations and official residences. Sets up furniture and household appliances at locations requested, performing minor furniture assembling/disassembling.
- Warehousing:** **25%**  
The incumbent is responsible for loading, unloading, and moving non-expendable and expendable supplies, furniture, appliances and equipment from delivery trucks to appropriate warehouse locations using forklift truck or other equipment. Ensures that items are properly stored so that no safety or fire hazards exist. Keeps storage areas clean.
- Driving:** **20%**  
Drives warehouse delivery vehicles safely in accordance with USG regulations. Ensures that all items are protectively wrapped and secure before sealing the vehicle. Maintains assigned vehicle in clean and serviceable condition. Files daily vehicle usage reports and conducts daily maintenance checks of assigned vehicle.
- Inventory:** **10%**  
Assists in conducting inventories for non-expendable supplies.
- Other duties:** **5%**  
Performs other duties as may be assigned.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

### **EDUCATION:**

Completion of secondary school is required.

### **PRIOR WORK EXPERIENCE:**

Six months to one-year warehouseman experience or an equivalent combination of laborer is required.

### **LANGUAGE PROFICIENCY:**

Level II (limited knowledge) in English, Level II (limited knowledge) in Russian or Ukrainian.

### **SKILLS AND ABILITIES:**

Must have valid driver's license B category. Must be able to perform moderately heavy work, and make heavy lifts at times. Must be able to operate forklift truck and other supply handling equipment. Must have some mechanical knowledge and ability.

### **JOB KNOWLEDGE:**

Must have to learn locations of various types of supply items and property items, and to learn to recognize items by sight and from oral descriptions.

### **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 **in English** and submit it to the Embassy Human Resources Office by **COB October 14, 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) should be completed in English, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: **521-5155**.

**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. **Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.**

### **ADDITIONAL SELECTION CRITERIA:**

- 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.

- Only those applicants who are selected for the interviews will be contacted.

### **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: ALanspeary – A/GSO (by e-mail)

*Короткий переклад основних посадових обов'язків українською мовою*

**НАЗВА ПОСАДИ: ПРАЦІВНИК НА СКЛАДІ  
(ТИМЧАСОВА ПОСАДА НА ТЕРМІН ВІД 6 МІСЯЦІВ ДО 1 РОКУ)**

**ГРАФІК РОБОТИ: ПОСТІЙНИЙ**

**ОСНОВНІ ПОСАДОВІ ОБОВ'ЯЗКИ:**

Працівник відповідає за завантаження, розвантаження та перевезення/переміщення матеріалів, меблів, обладнання з/на вантажну машину/склад з використанням розвантажувача або іншого розвантажувального обладнання; відповідає за належне збереження матеріалів, перевіряє відповідність умов зберігання, відповідає за безпеку збереження майна та перевірку протипожежної безпеки на складі. До обов'язків працівника також входить підтримання складського приміщення у чистоті, приготування майна до списання; доставка на службовій машині розхідних та інших матеріалів/обладнання в квартири працівників та офіси. Перевіряє кількість/ наявність доставлених матеріалів/обладнання зі списком доставки, перевіряє товар на наявність можливого пошкодження.

**ОСНОВНІ ВИМОГИ:**

- Атестат про середню освіту;
- права водія категорії В;
- 6 місяців – 1 рік досвіду роботи в якості працівника складу/робочого на складі;
- початковий рівень володіння англійською мовою,
- початковий рівень володіння українською або російською мовами.

**ВИМОГИ ДО ПОДАЧІ ДОКУМЕНТІВ:**

Всі кандидати на вакансію мають надіслати анкету на працевлаштування (форма DS-174) в Посольство США на електронну пошту: [KyivHR@state.gov](mailto:KyivHR@state.gov), або по факсу: 044-521-5155. Анкета має бути заповнена **українською або англійською мовою**. За бажанням кандидат може додати до анкети своє резюме та інші супроводжуючі документи. Анкету на працевлаштування (DS-174) та повний текст оголошення можна знайти на офіційному сайті Посольства США у розділі Вакансії (Job Opportunities): <http://ukraine.usembassy.gov/job-opportunities.html>. **Кінцевий термін подачі анкет на вакансію 14 жовтня, 2014 до 18:00 години включно. Анкети, які будуть отримані після 18:00 години 14 жовтня розглядатися не будуть!**