



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

052

Date: October 3, 2014

TO: ALL MISSION PERSONNEL

FROM: JOSEPH ROZENSHTEN – ACTING HUMAN RESOURCES OFFICER

SUBJECT: REALTY 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: REALTY ASSISTANT

OPEN TO: All Interested Candidates

GRADE LEVEL: FSN-09, FP-05* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: General Services Office

OPENING DATE: Immediate

DEADLINE: October 17, 2014 at 6 P.M. Kyiv Time

**FP- 05 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:

Under the supervision of the GSO in charge of real estate issues, provides support to the Post's realty program by ensuring the USG is getting the best possible properties at the best value. Upon successful completion of negotiations, prepares leases and any necessary approval cables in the format approved by the Department of State for review and signature by the GSO. Maintains files for all GSO owned and leased properties in compliance with the FAM and ensures that electronic WebPass records contain the most current information. Supervises two FSN realty clerks.

MAJOR DUTIES AND RESPONSIBILITIES:

Property and Lease Acquisition

40%

- Locates suitable real estate for all aspects of US Embassy operations, including housing, offices, and warehouse operations.
- Makes preliminary determination of the suitability of various properties offered, in accordance with guidelines in the FAM and guidelines provided by GSO, Post Occupational Safety and Health Officer, RSO, and IAHB.
- After preliminary approval of property by GSO, arranges for RSO and POSHO inspections and reports.
- Protects Embassy interests by ensuring that the person offering the property is legally entitled to enter into a contract regarding the specific property.
- Keeps abreast of the real estate market and current local property regulations and conducts preliminary negotiations on properties with the real estate agencies, landlords, and government agencies for the lease or purchase of property. Advises and assists GSO on final negotiations of lease.
- Upon successful completion of negotiations, prepares lease and addendum in the format approved by the Department of State for review and signature by the GSO.
- Prepares lease waiver requests where necessary in the format approved by DOS for approval by GSO.
- Stays current on changes to the FAM and on DOS guidance regarding real estate acquisition and leasing.

Maintenance of Leased Properties

45%

- Maintains close and cooperative relationships with post's landlords.
- Directly supervises two FSN realty clerks ensuring high level of customer service and exercising judgment as to when specific matters need to be handled directly by the AGSO or Housing Coordinator.
- Drafts and edits correspondence to landlords, utilities or government agencies as necessary for GSO approval.
- Monitors all lease renewal dates and negotiates lease renewals with guidance from GSO.
- Prepares all lease amendments and terminations in the format approved by DOS for review and signature by the GSO.

Record Keeping

10%

- Documents property files in compliance with FAM, including but not limited to maintaining copies of leases, amendments, terminations, correspondence, POSHO reports and RSO security reports.
- Maintains current RPA records for each property and resident

Other Duties as Required

5%

REQUIRED QUALIFICATIONS:

EDUCATION:

Bachelor degree in management, business, social sciences, liberal arts or other related field.

PRIOR WORK EXPERIENCE:

3 years of progressively responsible experience in a real estate, logistics, customer service, hospitality management, or administrative field. 6 months of supervisory experience is required.

LANGUAGE PROFICIENCY:

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

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

JOB KNOWLEDGE:

The incumbent, after being fully trained, should have in depth knowledge about the Structure and subordination of Embassy; its procedures in real estate and utility managements, legal host country and U.S., and internal and USG policies in depth regarding housing related issues.

SKILLS AND ABILITIES:

Incumbent must be able to communicate effectively related to contracts. Must also possess effective negotiation skills and be able to work independently. Typing ability. PC use (basic).

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 17, 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 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: JHenry – GSO (by e-mail)