



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#026

Date: August 16, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: CONSULAR ASSOCIATE (ASSISTANT) *

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: CONSULAR ASSOCIATE (ASISSTANT)*

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY–
All Agencies (see definition on the second page)

POSITION SCHEDULE: FULL-TIME

GRADE LEVEL: FP-06/FP-07** (full performance level)

OFFICE LOCATION: CONSULAR SECTION/Immigrant Visa Unit

OPENING DATE: Immediate

DEADLINE: August 30, 2013 at 6 P.M. Kyiv Time

* Successful candidate who doesn't have consular training or interim/full secret clearance will be hired as a Consular Assistant at a lower grade until s/he meets all position requirements.

** Successful candidate will be appointed at an appropriate grade based on qualification requirements that s/he meets as outlined in this announcement.

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (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.

MAJOR DUTIES AND RESPONSIBILITIES:

- Conducts fraud pre-screening of IV cases and assists IV unit with Applicant pre-screening at intake. **30%**
- Participates in relationship interviews and drafts revocation memorandums. **20%**
- Takes biometric fingerprints of all applicants in the IV Unit. **10%**
- Coordinates SAO requests for the IV Unit with CA, when necessary. This involves drafting SAO cables for officer approval. The position also tracks come-backs, Department responses, and follow-on processing. **10%**
- Reads incoming correspondence and takes appropriate action; provided assistance in answering the inquiries at Kyiv, IV inbox **10%**
- Enters all types of IV processing data received from NVC, KCC and USCIS/DHS into automated immigrant and non-immigrant visa data systems. **10%**
- Backs up the EFMs in the NIV Unit as necessary. **10%**

REQUIRED QUALIFICATIONS FOR CONSULAR ASSOCIATE, FP-06:

Education:

High School completion is required.

Work Experience:

1 year of consular work experience within the last five years is required.

Job-specific training:

Successful prior completion of the 31-day Consular Course PC530 is required.

Language Proficiency:

Fluency (Level IV) in English is required.

Other requirements:

Possession of interim or full Secret clearance is required.

REQUIRED QUALIFICATIONS FOR CONSULAR ASSOCIATE, FP-07:

Education:

High School completion is required.

Work Experience:

No prior consular work experience within the last five years is required.

Job-specific training:

Successful prior completion of the 31-day Consular Course PC530 is required.

Language Proficiency:

Fluency (Level IV) in English required.

Other requirements:

Possession of interim or full Secret clearance is required.

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 and submit it to the Embassy Human Resources Office by COB **August 30, 2013**. 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, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-5000](tel:521-5000).

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.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Secret (S) Clearance as determined by the Bureau of Diplomatic Security**.
- 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.
- All qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

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:

AEvans – CONS (by email)