



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

JOB OPPORTUNITY ANNOUNCEMENT

039

Date: August 19, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

**SUBJECT: ADMINISTRATIVE CLERK/VISITORS AND CONFERENCES
CLERK**

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: **Administrative Clerk/Visitors And Conferences Clerk**

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

GRADE LEVEL: **FP-09* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **When Actually Employed Schedule**

OFFICE LOCATION: **General Services Office**

OPENING DATE: **Immediate**

DEADLINE: **September 2, 2015 at 6 P.M. Kyiv Time**

*** FP-09 is subject to confirmation with Washington.**

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 reports to the Supervisory General Services Officer (S/GSO), but works directly with the designated Control Officer for the visitor(s), and coordinates with the Site Officer(s) and Protocol Section as necessary. The incumbent is the default Deputy Control Officer for small visits, such as small CODELs and typical StaffDels. Assists the Control Officer with large visits, such as POTUS, VPOTUS and SecState visits. During both large and small visits, employee performs a wide range of administrative support duties, assists visitors.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of high school is required.

WORK EXPERIENCE:

- 1 (one) year of clerical experience in office environment is required.

LANGUAGE:

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

KNOWLEDGE:

➤ Must understand Embassy hierarchy and chain of command. Must become thoroughly familiar with post Standard Operating Procedures for visit support. Must understand procurement procedures to avoid unauthorized commitments.

SKILLS AND ABILITIES:

➤ Exceptional interpersonal and organizational skills and the ability to coordinate people and resources in support of VIP visitors. Able to make decisions and solve problems independently, while remaining calm under pressure. Strong oral and written communication skills, to include proof-reading. Must be skilled in use of Microsoft Word and Excel.

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 September 2, 2015. 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: [521-51-55](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 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 **TOP Secret (TS) 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 U.S. EFM candidates will be interviewed by the hiring office, HR and CLO. The PEC will approve the candidate's selection for the position and HR will convey that selection to the Front Office for endorsement.

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.