



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 030

Date: June 23, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER**

**SUBJECT: ADMINISTRATIVE 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:** Administrative Assistant

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-07, FP-07\* (FULL PERFORMANCE LEVEL)

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

**OFFICE LOCATION:** OBO (Overseas Building Operations Office)

**OPENING DATE:** Immediate

**LENGTH OF EMPLOYMENT:** 12 months from appointment date\*\*

**DEADLINE:** July 7, 2014 by 6 P.M. Kyiv Time

\*FP-7 is subject for confirmation with Washington.

\*\* This position will be staffed ONLY for the period of construction project(s) and will be eliminated upon project(s) completion.

**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:**

Position serves as a secretary and an administrative assistant to the American Center Project. Is responsible for a wide variety of administrative and coordination tasks on behalf of the OBO office.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintains the log of contractual submittals and OBO correspondence with each action deadline and response. Forward the tasks to OBO employees and track technical reviews' status to ensure a timely response. **25%**
- Creates and maintains hard copy and electronic files for the OBO office. **20%**
- Coordinates with Ukrainian ministries and local engineering consultants to arrange for permanent utility services (electric, water, gas) to be connected to the American Center. Serves as the main point of contact for local equipment vendors and suppliers to maintain OBO office equipment and replenish office supplies and materials. **20%**
- Keeps OBO schedule, makes appointments for OBO staff, answers telephone calls and redirects them to appropriate organizations OBO and Embassy employees; is responsible for preparation of travel schedules. Drafts and translates correspondence for OBO staff. **15%**
- Makes local and international travel arrangements including preparation of travel itineraries, tickets order, hotel reservations, and travel voucher preparation for OBO staff, visitors, and TDY. **5%**
- Other duties as assigned including timekeeping, supply procurement, equipment maintenance. **15%**

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

#### **EDUCATION:**

Bachelor degree in business administration, management, English or social sciences is required.

#### **PRIOR WORK EXPERIENCE:**

At least 3 years general clerical including office management, administrative, secretarial work or any other related experience is required.

### **LANGUAGE PROFICIENCY:**

Level IV (fluent) English, Ukrainian and Russian are required.

### **JOB KNOWLEDGE:**

MS Office applications (Word, Excel, PowerPoint), good writing skills in English, Ukrainian and Russian. Ability to coordinate, persuade and negotiate within OBO and with other sections of the Embassy; ability to communicate efficiently, especially with outside contacts and the public and have a sound judgment.

### **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 July 7, 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: JVandenberg - OBO (by e-mail)