



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 044

Date: December 21, 2011

**TO: ALL MISSION PERSONNEL**

**FROM: TERRY A. ALSTON – HUMAN RESOURCES OFFICER**

**SUBJECT: TEMPORARY ADMINISTRATIVE 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

**OPEN TO:** All Interested Candidates

**GRADE LEVEL:** FSN-05, FP-9\* (FULL PERFORMANCE LEVEL)

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

**POSITION TYPE:** TEMPORARY (NOT TO EXCEED 1 YEAR)

**OFFICE LOCATION:** Public Affairs Section

**OPENING DATE:** Immediate

**DEADLINE:** January 4, 2012 at 6 P.M. Kyiv Time

*\*FP-9 is subject for confirmation with Washington.*

### **BASIC FUNCTION OF POSITION:**

Serves as an Administrative Clerk for the Public Affairs Section (PAS) and assists PAS staff by performing a variety of clerical and typing duties.

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

- Answers PAS general telephone. Routes public inquiries to appropriate individuals in the office. Provides information in response to inquiries related to PAS activities. Maintains incoming and outgoing mail logs of all correspondence sent and received by PAS. Distributes printed information and mail as appropriate. Maintains time and attendance records for the PAS section and prepares biweekly payroll report. Coordinates effort with Financial Management Office (FMO) and Human Resources sections. Maintains and renews contact information on U.S. and Ukrainian Government officials, as well as PAS counterparts. **45%**
- Cooperates with motor-pool dispatcher and keeps the PAS traveling schedule. Keeps schedule of the PAS Conference room. **20%**
- Maintains office supplies level on behalf of the section, coordinating with other employees as required. Orders supplies from General Services Office (GSO) Procurement and Warehouse as required. Maintains supply room. Writes and sends PAS work orders to GSO, evaluates the amount and character of work to be performed. Cooperates with GSO till the necessary work is being done. **25%**
- Performs other clerical and administrative duties as assigned, including help in organizing PAS events and high-level visits, good knowledge of PAS Cultural, Mass Media, Grant Programs. **10%**

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

- Completion of secondary school is required.

#### **WORK EXPERIENCE:**

- At least two years of prior experience of office-management secretarial work in international/foreign companies, or closely related field is required.

#### **LANGUAGE:**

➤ Level IV (fluent) reading/speaking/writing of English, Ukrainian and Russian are required.

**KNOWLEDGE:**

➤ Must have a good knowledge of general office procedures and Public Affairs Programs; must be familiar with standard office equipment (computer, fax).

**SKILLS AND ABILITIES:**

➤ Typing skills (at least 60 wpm), computer skills: good knowledge of MS Windows NT/2000/98, MS Word, MS Excel, MS Outlook Express, MS Access , Internet Explorer, must possess considerable good judgment, tact and sense of priorities.

**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 January 4, 2012**. 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](mailto:KyivHR@state.gov) or faxed to: [490-40-85](tel:490-40-85).**

**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:**

! Current employees serving a *probationary period* are not eligible to apply for this position.

! 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: EJohnson-PAS (by e-mail)