



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

022

Date: July 12, 2013

TO: ALL MISSION PERSONNEL

FROM: KATHERINE MUNCHMEYER– MANAGEMENT COUNSELOR

SUBJECT: ADMINISTRATIVE ASSISTANT, DEPARTMENT OF ENERGY

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-08, FP-6* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: PERMANENT

OFFICE LOCATION: Department of Energy (DOE)

OPENING DATE: Immediate

DEADLINE: July 28, 2013 at 6 P.M. Kyiv Time

**FP-06 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:

The incumbent of the position serves as an Administrative Assistant to the Department of Energy (DOE) Office Director providing administrative support and other necessary analytical support. Position holder is responsible for administering the DOE Kyiv office, as well as monitoring and administering DOE Kyiv office annual operations budget of approximately USD 150,000, DOE Kyiv office foreign travel budget of approximately USD 55,000, and DOE fund cites that reside at Post (Policy and International Affairs, national laboratories, etc.)

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative Support

35%

- Make all necessary logistical arrangements for DOE/National Nuclear Security Administration (NNSA) officials and visitors including but not limited to coordinating travel itineraries, hotel reservations, transport, arranging meetings and site visits, and attending these meetings.
- Draft letters, diplomatic notes, memos of meetings, country clearance cables, and other correspondence including their translations when necessary.
- Maintain DOE Office Contacts data base and other data bases as assigned by the DOE Kyiv Office Director and perform periodic updates.
- Assist DOE Kyiv Office Director in meetings, workshops, and training seminars. Attend these events when necessary and provide reports.
- Attend conferences/seminars/meetings and report on the proceedings
- Facilitate procurement of office equipment and furniture by drafting procurement orders and perform market research.
- Keep inventory of DOE Kyiv Office property in electronic file and hard copy file all the property items in possession of the DOE Kyiv Office and handle disposal procedures for obsolete equipment and furniture
- Order office expendable supplies to ensure sufficient level on hand for all DOE Kyiv Office employees
- Provide other needed administrative assistance to the DOE Kyiv Office Director.

Budgeting

20%

- Perform as Budget Analyst for DOE Kyiv office.
- Maintain DOE Kyiv office budget data to include available funds, expenditures and commitments.
- Assist DOE Kyiv Director in forecasting future budget requirements.
- Maintain tracking data for all DOE Kyiv expenditures, including bills, receipts, payments, and other fiscal documentation as required
- Maintain records, data and spreadsheets associated with DOE commitments and expenditures under ICASS.
- Provide fiscal data as required for DOE Kyiv requirements.
- Track DOE travel, training and representational funds for DOE Kyiv office.

Coordination and Reporting**25%**

- At the direction of the DOE Office Director, coordinate DOE/ NNSA programs with various Government of Ukraine agencies, nuclear institutes, state enterprises, and other entities for implementation and information.
- In coordinating these programs, support DOE/NNSA visitors in arranging meetings, participating in these meetings, briefing the visitors, providing visitors with relevant background information, and briefing DOE Kyiv Office Director on the outcome of these meetings.
- An important element of coordinating these programs is maintaining constant communications with the relevant Ukrainian organizations that are involved in implementation of the DOE/NNSA programs.
- Maintain regular contacts with all nuclear facilities in Ukraine and obtain weekly status of operations report.
- Survey news for energy sector including information on nuclear safety and non-proliferation items. Provide summary and details of these items to the DOE Office Director in a timely manner.
- Provide weekly status of operations of nuclear power plants in Ukraine including generation, events, and downtime etc.
- Monitor Ukrainian government agencies and state enterprises websites such as Ministry of Emergencies, State Nuclear Regulatory Committee of Ukraine, and Energoatom etc on daily basis to determine items of interest for the DOE Kyiv Office and prepare summary for the DOE Kyiv Office Director.
- Draft DOE Kyiv Office monthly reports with updates regarding DOE Kyiv office expenditures, ICASS commitments and travel funds.

Interpretation and translation**15%**

- Translate correspondence including letters, agreements, news media articles, and diplomatic notes etc.
- Perform translation and interpretation for the DOE Kyiv Office Director and other DOE/NNSA visitors.

Other Duties and Responsibilities as Assigned**5%**

- Provide backup to DOE Kyiv Energy Assistant
- Other duties and responsibilities as assigned

REQUIRED QUALIFICATIONS:**EDUCATION:**

Two years of college study is required.

WORK EXPERIENCE:

Minimum of two years basic administrative experience in an office environment that preferably concentrates on energy and/or projects coordination.

LANGUAGE:

Level IV (fluent) in Ukrainian and English and Russian (speaking/reading/writing)

KNOWLEDGE:

Knowledge of structure, administrative, security procedures; DOE and ICASS budget systems, reporting and structure, who does what; protocol rules; DOE's mission, objective and goals in Ukraine; structure of Government; general familiarity with energy background and particularly related to the nuclear sector.

SKILLS AND ABILITIES:

Must be able to use personal computer and associated common computer programs, e-mail, word-processing, databases, and spreadsheets. Excellent service skills, good oral communication skills and the ability to handle high-pressure and high-stress situations are required. Must have good organizational skills to obtain and evaluate relevant information, write accurate reports, and apprise DOE Kyiv Office Director on this information in a timely manner. Interpersonal skills are important to work with people in a tactful and diplomatic manner. Demonstrated ability to exercise independent judgment and understand the importance and priority of assigned tasks.

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 July 28, 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: 521-5155.

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.

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: LSmiley (by e-mail)