



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

034

Date: July 16, 2014

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: ADMINISTRATIVE ASSISTANT, FULL-TIME POSITION

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

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

WORK HOURS: Full-Time (40 hours per week)

OFFICE LOCATION: Executive Office

OPENING DATE: Immediate

DEADLINE: July 30, 2014 at 6 P.M. Kyiv Time

* FP-09 is subject to confirmation with Washington.

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.

BASIC FUNCTION OF POSITION:

This position provides support to the Front Office OMS by performing a variety of administrative and clerical tasks. Requires the ability to multi-task and prioritize.

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative Support

50%

- Incumbent assists COM OMS with all administrative duties to support the daily operations of the Front Office. This includes: voucher preparation and processing, answering routine phone calls, drafting standard documents, scanning, copying, escorting guests, and serving tea/coffee during meetings.
- Employee will be tasked to make phone calls, draft e-mails, print handout materials, make access requests, submit and track e-service requests, etc.
- Position holder also will be asked to retrieve and print articles from various media sources, as well as collect and organize information on a specific topic.
- In the absence of the DCM OMS, incumbent might be asked to assume all duties and responsibilities of the OMS.
- Employee also provides administrative support during the VIP visits.

Travel and Logistics Support **20%**

- Position holder provides logistical support for Front Office travel. This includes: liaising with the travel assistant, finding transportation and lodging options, completing E-2 requests, drafting trip itineraries, compiling trip reports in E-2.

Recordkeeping **20%**

- Employee assists front office OMS in record-keeping and data entry and ensures that all records are properly kept and organized.
- Employee scans, copies, and files official documents adhering to all the security procedures and protocol norms.
- In addition to this, employee performs routine filing, cable printing, document retirement (including SitReps, archiving record e-mails, and routine data entry into EXEC and CMD Contacts' Database.

Other **10%**

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION:

- High school certificate is required.

WORK EXPERIENCE:

- A minimum of two years of basic clerical experience that includes application of Microsoft Outlook, Word, and Excel software is required.

LANGUAGE:

- Level 4 (fluent) speaking/writing ability in English is required.

KNOWLEDGE:

- The incumbent must have computer literacy and the ability to master some in-house Microsoft Office applications, such as: SMART, Contacts Database, E-2 Solutions, E-services, etc. Employee should be knowledgeable of protocol rules, security requirements, and various Front Office SOPs.

SKILLS AND ABILITIES:

- The ability to work independently is a must. Effective writing skills are required to draft correspondence. Effective oral communication skills are required to answer and direct the steady stream of telephone calls that are received from both within and outside

the Mission. Employee must be a skilled user of standard MS Office package (PowerPoint, Excel, Words, Outlook, etc.). Employee is expected to possess tact and exercise good 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 and submit it to the Embassy Human Resources Office **by COB July 30, 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) 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**.
- This position is subject to funds availability and the job offer to a successful candidate will be extended upon receiving an endorsement on the position's budget.
- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens ONLY.
- 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: MPhilipak-Chambers - Front Office (by e-mail)