



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 060

Date: December 12, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER**

**SUBJECT: SURVEILLANCE DETECTION CLERK**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE: SURVEILLANCE DETECTION (SD) CLERK**

**OPEN TO: ALL INTERESTED CANDIDATES**

**GRADE LEVEL: FSN-05, FP-09\* (Full Performance Level)**

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

**POSITION TYPE: Permanent**

**OFFICE LOCATION: Regional Security Office**

**OPENING DATE: Immediate**

**DEADLINE: December 29, 2014 at 6 P.M. Kyiv Time**

*\*FP –09 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

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

Performs moderately difficult clerical and computer-related work pertaining to SD Unit under direct supervision of the Surveillance Detection (SD) Program Guard Supervisor, position A56278. Assists the SDP Guard Supervisor in preparing and receiving record checks about suspicious surveillance activities. Updates SD database and performs routine checks of all types of electronic equipment utilized by SD Team members. Drafts quarterly and annual reports based on analysis of all cases of hostile activity detected at USG facilities as well as prepares criminal statistics per RSO request. Drafts reports on vehicles and equipment usage and maintenance.

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

- Maintains surveillance records and performs data entry into computer applications. Translates into English reports furnished by the SD Guard Supervisor, Shift Supervisors and Specialists. Inputs necessary data on a dedicated PC together with related photos. Carefully analyzes videos taken by SD specialists, captures certain images and stores them on dedicated databases. Immediately reports in case of detecting indicators of possible hostile surveillance activity upon evaluating data provided by SD resources. Provides a daily analysis report to the SD Supervisor and RSO/ARSO reflecting information on registered surveillance operations against USG facilities, employees, family members, and residences. Assists SD Supervisor in drafting the T&A report for SD Team. Ensures that all SD equipment is in proper working order and prepares requests when major repair or upgrades are necessary. **70%**
- Serves as a backup for duty SD Guard Supervisor in case of his prolonged absence to initiate emergency response to possible hostile actions as necessary to safeguard life and property. **10%**
- Assists SD Guard Supervisor in developing electronic versions of materials to optimize the training program for SD team. **10%**
- Assists in conducting trainings provided by US Diplomatic Security Service by providing translation for SD Team. **10%**

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

Completion of secondary school is required.

### **WORK EXPERIENCE:**

One to two years of general administrative experience that includes professional PC is required.

### **LANGUAGE:**

Level IV (fluent) in Ukrainian or Russian is required;

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

### **KNOWLEDGE:**

Must be familiar with data input, analysis, filtering and reporting surveillance activities to the SD Guard Supervisor. Good working knowledge of administrative office procedures, PC databases, computer hardware and software, photo and video equipment, and documentary sources of information.

### **SKILLS AND ABILITIES:**

Good typing and good computer skills are required. Must be able to use MS Office, software for editing digital videos/pictures, and graphics software. Must be able to quickly learn and operate newly received types of software/hardware. Must be able to perform minor troubleshooting and resolve problems to maximize the capabilities of PC resources.

### **APPLICATION AND SELECTION PROCESS:**

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all 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 **December 29, 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 and emailed to: [KyivHR@state.gov](mailto: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 a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

### **ADDITIONAL SELECTION CRITERIA:**

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- 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.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

### **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:            LScott - RSO (by e-mail)