



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

032

Date: July 2, 2014

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: ECONOMIC 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: Economic Assistant

OPEN TO: ALL INTERESTED CANDIDATES

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

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Economic Section

OPENING DATE: Immediate

DEADLINE: July 16, 2014 at 6 P.M. Kyiv Time

**FP –05 is subject for confirmation with Washington.*

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:

Serves as FSN economist, responsible for analyzing Ukraine's business and investment climate and trends, in Ukraine, maintaining a broad base of contacts within the GOU, business chambers and associations, academia, and Ukraine's private/NGO sector, representing the U.S. Embassy at GOU meetings and conferences, drafting scheduled and periodic reporting and briefing Embassy's senior management of a host of complex trade, investment, industrial and labor issues, such as WTO accession, new laws and regulations affecting trade and investment, and developments in key industrial sectors such as steel and chemicals. Should know all major US, international and Ukrainian companies. Follows Ukraine's moves to become more integrated with neighboring economies such as the EU and CIS.

MAJOR DUTIES AND RESPONSIBILITIES:

- Works independently to identify business, investment, industrial and economic integration trends in Ukraine, drafting scheduled and periodic reports for a broad Washington audience.
- Gathers information from a variety of public sources—GOU official documents, parliamentary reports, Ukrainian, Russian and English language newspapers, magazines, internet sites, and electronic broadcasts as well as from private and official sources, being mindful of the reliability of sources (political affiliations, government/corporate oversight, journalistic standards, etc.)
- Works on section-wide projects under the leadership of the Senior Economic Assistant.
- Advises senior Embassy management on developments in the public and private sectors.
- With FSO Economic Officer guides Embassy review of business and investment climate. Obtains information from a variety of institutions including the Ministry of Economy, the Ministry of Foreign Affairs, the Parliament, business chambers and associations and policy think tanks to monitor developments.
- Supports U.S. advisors on investment policy and provides insightful reporting on these issues for Washington readers.
- Prepares and drafts input for the Trade Barriers report, the 301 report and the Country Commercial Guide.
- Serves as FSN investment analyst, maintaining key contacts within the GOU and business community, as well as with parliament and legal firms involved in forming and implementing investment policy and resolving investment issues. Helps to implement Overseas Private Investment Corporation (OPIC) programs and Export Import Bank (ExIm) in Ukraine including investment insurance, investment promotion and equity investment by providing analysis and recommendations on proposed projects and facilitating meeting and contacts for OPIC staff. Provides insightful reporting to Washington audiences on investment issues. Researches and drafts input for the Investment Climate Statement
- Works closely with the local business associations, including the American Chamber of Commerce, the European Business Association, the U.S.-Ukraine Business Council to ensure close engagement with U.S. companies and their partners.

- Serves as Economic Section's expert on industrial and service sectors maintaining key contacts with the GOU and interacting with Ukrainian enterprises and business associations, and American business community in Ukraine. Collects information and analyzes and reports on industrial restructuring including key issues in the MPP such as privatization, modernization, markets share, and input issues. Works closely with the Foreign Commercial Service and USAID to promote U.S. business interests and reforms.

60%

- Advises officers on the appropriate parties to approach in presenting U.S. views and achieving U.S. goals.
- Accompanies Ambassador and high-level USG delegations on official calls and trips outside Kiev, preparing itineraries and scheduling appointments with government officials, business people, NGO leaders, academicians and as appropriate, journalists.
- Supports key Embassy goals such as Ukraine's WTO integration, and the efforts of USG agencies such as OPIC, the Trade Development Agency (TDA) and EXIM Bank by providing analysis on key developments and organizing meetings for Embassy and USG agency staff.
- Recommends, arranges and coordinates official meetings, conferences and ceremonies in Ukraine's regions.
- Briefs Ambassador and USG visitors on economic, political and social issues in the regions.
- Recommends and reviews potential candidates for exchange programs such as the International Visitor program.
- Advises democracy commission participants on projects related to the environment, agriculture, health and education.
- Monitors key U.S programs such as the Department of Labor Mine Safety Program and the Commercial Law Development Program WTO advisory project by meeting with project implementers and visiting project sites and arranges events such as the seminars for Ukrainian companies on USG trade and investment programs.

40%

REQUIRED QUALIFICATIONS:

EDUCATION:

- Master Degree or equivalent from a university or institute in economics, science, humanitarian or social sciences, or a related field is required.

WORK EXPERIENCE:

- Seven years' relevant experience working on business, trade, investment or industry sector issues on a professional level in the public or private sector, translating and interpreting experience.

LANGUAGE:

- Level IV (Fluent) in English, Ukrainian and Russian is required.

KNOWLEDGE:

- Thorough comprehension of political, economic, social and cultural dynamics; comprehensive understanding of public and private sector economics. Familiarity with trade, investment and industrial indicators and terminology is also required.

SKILLS AND ABILITIES:

- Proven analytical skills. Advanced word processing and spreadsheet skills. Ability to draft English language letters, memoranda, and reports with minimal editing.

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 16, 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:

- 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: EHorst – ECON (by email)