



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

059

Date: November 7, 2014

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: INFORMATION ASSISTANT (GRAPHIC DESIGNER)

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: INFORMATION ASSISTANT (GRAPHIC DESIGNER)

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)
FSN-06, FP-08* (Training Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Public Affairs Section

OPENING DATE: Immediate

DEADLINE: November 23, 2014 at 6 P.M. Kyiv Time

**FP –07/08 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:

As a member of the Public Affairs Section's New Media Unit, designs graphic elements for Embassy print, video and online products. Serves as assistant video editor and second cameraperson for in-house video productions. In coordination with appropriate offices of the State Department, conceives and develops the requirements for applications (apps) for digital devices (e.g. smartphones and tablets) to increase access to Embassy and U.S. Government online material. Regularly reviews and analyzes other U.S. Embassy websites - as well as business, government and NGO websites -- in search of best practices in online outreach and graphic presentation.

MAJOR DUTIES AND RESPONSIBILITIES:

- In coordination with other PAS offices, designs and produces graphics for, and helps integrate graphic elements into, Embassy print, video, and online products. The design phase would entail interviews with the responsible office to talk about the target audience and thereby determine needs and preferences. Production would also be a cooperative effort, allowing for input and approval from the originating team. **40 %**
- Serves as assistant video editor and performs duties as grip, lighting assistant, and sound assistant for in-house video shoots as well as location shoots.
- Acts as second cameraperson on all two-camera shoots, and as backup cameraperson on all single-camera shoots.
- Edits video productions using dedicated software, including the incorporation of graphic effects. **30 %**
- In coordination with appropriate State Department and Embassy offices and agencies, develops the requirements for applications (apps) to be used on digital devices, e.g. smartphones and tablets. The purpose of these apps is to permit easier, more direct access to correctly formatted postings of Department- and Embassy-provided material.
- Manages content on mobile apps.
- Surveys a broad range of apps used by business and government and NGO users in order to assess adaptability and utility for the Embassy's social media outreach. **10 %**
- Regularly reviews and analyzes other U.S. Embassy, foreign embassy, business, government and NGO sites to determine the best current practices in social media outreach, particularly with regard to graphic design elements. **10 %**
- Other duties as assigned, including translating and interpreting. **10 %**

REQUIRED QUALIFICATIONS:

EDUCATION:

A four-year college degree in public relations, communications, library science and/or information science, information technology, computer science, or related field is required.

WORK EXPERIENCE:

Full performance level: Two years of professional experience, which involves either work with graphic design or with professional video production (camera work and/or video editing).

Trainee level: One year of professional experience, which involves either work with graphic design or with professional video production (camera work and/or video editing).

LANGUAGE:

Level III (good working knowledge) in English, Ukrainian and Russian is required.

KNOWLEDGE:

Good knowledge of modern graphic design and video production and editing, including hands-on use of appropriate hardware and software. This position involves research and requires good knowledge of internet search tools.

SKILLS AND ABILITIES:

Mastery of graphic design software, video camera and editing skills. Ability to develop requirements for apps for a variety of digital devices (e.g. smartphones, tablets, laptops). Refined Internet search abilities. Interpersonal skills for interaction with other team members as well as the public.

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 **November 23, 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 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: JHallock - PAS (by e-mail)