



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#013

Date: May 16, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: RSO ADMINISTRATIVE ASSISTANT

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Administrative Assistant

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY–
All Agencies (see definition on the second page)

POSITION SCHEDULE: FULL-TIME

GRADE LEVEL: FP-07*(full performance level)

OFFICE LOCATION: Regional Security Office

OPENING DATE: August 2013

DEADLINE: May 30, 2013 (6 P.M. Kyiv Time)

**Final grade for this position will be determined by Family Liaison Office based on the credentials of a successful candidate*

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:

The position provides administrative support to the Regional Security Officer (RSO), the Deputy RSO (DRSO), two assistant RSO's (ARSO), one assistant RSO investigator (ARSO-I), RSO Office Management Specialist (OMS), and Security Engineer Officer (SEO).

MAJOR DUTIES AND RESPONSIBILITIES:

1. ASSISTANCE TO RSO OMS 40%

Incumbent assists the RSO OMS with all administrative duties to support the daily operations of the RSO, including major RSO projects and initiatives. Duties include data entry and upkeep for multiple databases which contain sensitive and classified information, record management, making procurements, drafting country clearances, and making hotel reservations and arranging transportation for official TDY visitors. Serves as the back-up OMS. In the absence of the OMS, incumbent assumes All duties and responsibilities of the OMS.

2. BACKGROUND INVESTIGATIONS 10%

Conducts personnel background investigations on American citizens as directed in a thorough and timely manner. Duties include interviewing subjects and sources, verifying employment and residential information, and drafting Reports of Investigation (ROI).

3. DIVERSITY VISA (DV) FRAUD INVESTIGATIONS **20%**

Assists the ARSO Investigator (ARSO/I) in conducting complex consular DV fraud investigations. Duties include making detailed analyses of case materials, connecting information learned from visa applicants and research, researching information through multiple Diplomatic Security (DS) and consular software applications to include INKS, CCD, IMS, ATXP, problem solving and analysis of cases and data. Manages criminal databases related to DV fraud. Advises ARSO/I on DV fraud trends. Assists ARSO/I in DV fraud interviews and makes recommendations on the approach of individual cases.

4. ADMINISTRATIVE FUNCTIONS **20%**

Processes paperwork for various purposes to include local record checks for access to facilities, background investigations on new hire local employees and guests to Embassy facilities, security clearance re-certifications for local employees. Maintains Post's Emergency Notification System by updating contact information for employees. Manages RSO Access/Badge Identification programs; produces badges for all employees and maintains a database of all personnel with badges.

5. OTHER **10%**

Provides administrative support to VIP visits, as required and conducts other security-related duties, as directed by the OMS/RSO.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of high school is required.

WORK EXPERIENCE:

- A minimum of two years of basic clerical experience is required; to include application of Microsoft Outlook, Word, and Excel computer skills.

LANGUAGE PROFICIENCY:

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

JOB KNOWLEDGE:

- No prior official/professional training or certificates are a prerequisite; however, in order to work at full job performance the incumbent must be able to master in-house training on Microsoft Office applications, the Dept of State Cable Express application, and the DS GLID badge issuance application. Incumbent is required to be credentialed as a Security Investigator by Diplomatic Security.

SKILLS AND ABILITIES:

➤ The ability to work independently is a must. Effective writing skills are required to draft cables and memos for RSO approval and signature. Strong analytical skills are essential. 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, as well as conduct interviews for routine security background investigations.

HOW TO APPLY FOR THIS POSITION:

✓ 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 **May 30, 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) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [+38-044-521-5155](tel:+38-044-521-5155).

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:

- 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**.
- 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.

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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:

KLass– RSO (by email)