



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

044

Date: November 15, 2012

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: SABIT PROGRAM COORDINATOR

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: SABIT Program Coordinator

OPEN TO: ALL INTERESTED CANDIDATES

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

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Foreign Commercial Service (FCS)

OPENING DATE: Immediate

DEADLINE: November 29, 2012 at 6 P.M. Kyiv Time

**FP –06 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:

The SABIT Coordinator (Special American Business Internship Training Program) for the Western NIS and the Caucasus region (hereafter "the Coordinator") works under the Senior Commercial Officer in Kyiv, but functions independently from FCS operations; the Coordinator is under the supervision of the SABIT Director in Washington for all issues regarding the operation of the SABIT program in the six-country Eurasian region (Ukraine, Belarus, Moldova, Armenia, Azerbaijan and Georgia) and the SABIT Senior Coordinator in Moscow. The Coordinator is responsible for implementation and coordination of SABIT program activities throughout the six-country region of the Kyiv office.

MAJOR DUTIES AND RESPONSIBILITIES:

Recruiting and Promotion

40 %

The incumbent works closely with U.S. Embassies and other contacts in the six countries in the region in an effort to expand program operations and provide follow-up activities for the SABIT alumni. S/he makes working visits to all countries to meet and promote the program to local multiplier organizations for recruitment of candidates, as directed. Researches industries and designs management strategies for various programs; sends via e-mail program applications to relevant contacts at U.S. Embassies in the assigned region and discusses the program with them, working closely with Post FSNs and follows-up with those contacted. The Coordinator sends the application to other multipliers and follows up with them, recruits candidates from the six-country region for up to twelve (12) specialized programs a year by identifying companies and government agencies to be targeted for recruitment. S/he coordinates the application process for program candidates and provides responsible SABIT DC Program Officers with candidate applications and other necessary information, as requested.

Candidate and Participant Logistics

30%

The Coordinator advises interested parties on application procedures and reviews applications received for completeness and appropriateness. S/he provides the interns in the six-country region with visa support, making sure that they have received appropriate invitations, as needed (with consultation with the Program Officer in Washington, DC), helping them to complete visa applications, explaining procedures, going to the consular section to submit the documents and later picking up the visas, if necessary. As directed, coordinates with consular sections in the region to obtain visas for interns in countries other than Ukraine by informing Posts about interns and providing them with interns' data. Makes visa referral requests on behalf of Ukrainian interns and has the requests signed by FCS SCO. The Coordinator works with consulate on visa expedition and issuance for Ukrainian interns, conducts pre-departure telephone briefings for interns. Provides the SABIT HQ Program Officers who are interviewing candidates with an opinion as to the authenticity of the information provided by them in their applications.

Information, Strategy and Budget

25%

The employee maintains program files and databases, manages and updates the SABIT Russian-language web site. S/he maintains contact with SABIT alumni for the purpose of gathering success stories and writes follow-up reports. Calls at least 10 alumni per week and writes at least 10 updates/success stories per month and submits them to SABIT DC, also informs SABIT Washington and Embassies in the region about SABIT

success stories. Provides information to all interested parties about the SABIT program. Oversees SABIT budget and procurements at Post. Plans, budgets, organizes, conducts and participates in alumni events for all countries in the region in coordinator with SABIT DC. Performs general administrative tasks.

Other Duties as assigned including logistics support, clerical tasks, translation and interpreting of official documentation and meetings. 5%

REQUIRED QUALIFICATIONS:

EDUCATION:

- Bachelor's degree or equivalent in business administration, management, economics, international relations, political science, history or law is required.

WORK EXPERIENCE:

- At least two years' project management experience with a U.S. Government-funded organization or international training organization or business organization. Experience should include organizing public events, seminars, workshops, round-table discussions, etc. The incumbent should also have experience coordinating work between field offices and U.S. or other international Headquarters.

LANGUAGE:

- IV - Fluency in English is required.
- IV- Fluency in Russian and Ukrainian is required.

KNOWLEDGE:

- The incumbent after being fully trained should possess the following knowledge: Basic Government accounting principles, procedures, good knowledge of US Government-funded project management as well as US Embassy work requirements. The incumbent should also be familiar with the Protocol of informing posts in six NIS countries about expected visa applicants, Consular sections rules of Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Understand the responsibility for verification of bio-data of visa applicants in six-country region before advising the posts and preparing visa referrals to be signed. S/he should understand economic situations in six-country region; know most and least developed industries to recruit correctly for SABIT programs; have understanding of economic development trends as well as business and public media of the region. S/he should understand mission, vision and activities of USFCS to correctly coordinate SABIT activities with CS specialists.

SKILLS AND ABILITIES:

- Internet browsing and SharePoint skills, experience with databases, Excel, Power Point, word processing programs, typing, ability to communicate, orally and in writing, in English as well as in Ukrainian and/or Russian, ability to work under pressure and with a team.

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 **November 29, 2012**. 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.

