



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

008

Date: March 19, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON– HUMAN RESOURCES OFFICER

SUBJECT: HUMAN RESOURCES/RECRUITMENT CLERK

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: HR/Recruitment 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: Human Resources Office (HRO)

OPENING DATE: Immediate

DEADLINE: April 2, 2013 at 6 P.M. Kyiv Time

**FP-9 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:

Under the direct supervision of the Human Resources Recruitment Assistant, the incumbent is responsible for processing of recruitment related actions, maintenance of office records and clerical support primarily for the Recruitment function, but also the HR Officer and other HR staff when needed.

MAJOR DUTIES AND RESPONSIBILITIES:

Recruitment Function Support **50%**
Monitors deadlines and collects applications for vacant positions. Sets up schedules and calls up applicants for interviews and testing for Embassy vacancies. Forwards testing results to the Recruitment Assistant for evaluation. Provides copies of interview packages to all participants. Communicates interviews' results to applicants. Ensures that HR-related employment forms are properly completed.

Personnel Actions **10%**
Processes all types of personnel actions related to EFM, Seasonal Hire, and Intern programs.

Records Administration **20%**
Sets up and keeps all individual files of the Embassy's employees, filing new documents as necessary. Keeps all personnel related reference materials adding to and removing from them as necessary. Updates Personnel Database regularly. Performs filing and updates applicable regulations, handbooks and manuals. Distributes information in accordance with specific guidance.

Administrative Support **10%**
Provides clerical and administrative support to HR Officer including but not limited to: Maintaining calendar, scheduling and monitoring appointments, answering phone calls in HRO absence. Provides clerical support for other HR staff as required.

Other Duties As Assigned **10%**
In the absence of HR Recruitment Assistant and another HR Clerk serves as their back-up. Also serves as main point of contact for office supplies issued for the Human Resources Office.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

WORK EXPERIENCE:

- Two years of clerical experience in personnel, customer service work or in a closely related field is required.

LANGUAGE:

➤ Level III (good working knowledge) English ability (reading/speaking/writing) is required.

Level IV (fluent) Ukrainian and Russian (reading/speaking/writing) is required.

KNOWLEDGE:

➤ After being fully trained, the incumbent should possess good working knowledge of Embassy structure and HR regulations including, but not limited to: Recruitment Policy, FSN evaluation procedures; personnel actions processing; filing and record keeping requirements; Post Personnel Database.

SKILLS AND ABILITIES:

➤ The successful candidate should have considerable tact and diplomacy in person-to-person contacts. Computer skills and typing (40 w/min) skills are required. Ability to plan and meet deadlines.

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 and submit it to the Embassy Human Resources Office by **COB April 2, 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) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: 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:

- 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.
- 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: CNewton(by e-mail)