



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

034

Date: June 26, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: ADMINISTRATIVE CLERK/LOGISTICIAN

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: ADMINISTRATIVE CLERK/LOGISTICIAN

**OPEN TO: U.S. Citizen Eligible Family Members ONLY
(see the definition below)**

GRADE LEVEL: FP-09* (FULL PERFORMANCE LEVEL)

WORK HOURS: Full-Time, 40 hours per week

OFFICE LOCATION: Engineering Services Office

OPENING DATE: Immediate

DEADLINE: July 28, 2015 at 6 P.M. Kyiv Time

** FP-09 is subject to confirmation with Washington.*

DEFINITION OF U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM):

- (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 incumbent is assigned to the Engineering Services Office (ESO) in Kyiv Ukraine. The ESO is a field operation of the Office of Security Technology under the Bureau of Diplomatic Security. The ESO provides technical support and services to posts in EUR. The employee manages the ESO/ESC inventory. The employee is responsible for supply chain management, logistics operations, procurement, and inventory reconciliation of technical systems and equipment maintained by the ESO and constituent posts in the region. The employee may assist with clerical duties that include, but are not limited to: travel arrangements and tracking the travel budget. The position reports to the OIC/ESO and takes guidance from ESO/ESC staff. The employee must possess or qualify for a Top Secret security clearance.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of high school is required.

WORK EXPERIENCE:

- One 1 year of clerical experience is required.

LANGUAGE:

- Level IV (fluent) in English is required.

KNOWLEDGE:

- Good working knowledge of basic computer skills.

SKILLS AND ABILITIES:

- Ability to prioritize and organize time and tasks to meet deadlines. Must accurately track material, equipment, and supplies. Must relay information and ideas so others understand. Must establish and maintain good work contacts. Must be able to lift 50 pounds. Computer skills - Microsoft Office suite (Excel, Outlook, Word) is required. Must possess a valid driver's license. The candidate must be able to obtain and hold a Top Secret security clearance.

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 July 28, 2015. 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:

- 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 U.S. EFM candidates will be interviewed by the hiring office, HR and CLO. The PEC will approve the candidate's selection for the position and HR will convey that selection to the Front Office for endorsement.

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.