



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

043

Date: November 7, 2012

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: CONSULAR SERVICES 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: Consular Services 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: Consular Section

OPENING DATE: Immediate

DEADLINE: November 21, 2012 at 6 P.M. Kyiv Time

**FP –09 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:

Serves as an assistant to the consular management unit and office manager of the Consular Section. Carries out administrative activities associated with day-to-day operation of the Consular Section and provides support to the Consular Section staff. Serves as a consular timekeeper. The position requires exceptional ability to multi-task, excellent customer service skills, a strong command of English and Ukrainian, and attention to detail.

MAJOR DUTIES AND RESPONSIBILITIES:

Carries out administrative activities associated with day-to-day operation of the Consular Section and provides support to the Consular Section staff. 50%

- Places work and supply orders, vehicle requests for the Consular Section.
- Makes arrangements for visitors and contractors.
- Maintains consular leave schedule; updates the Consular Section contacts database.
- Has responsibility for magazine and newspaper subscriptions for the Consular Section.
- Circulates billing memos for the cellular and fixed-line phones, ensures the memos are sent to B&F Section on time.
- Receives and distributes incoming mail, ensures that it is properly registered in a log book.
- Keeps chron file of all consular cables and Consular SOPs. Knows where to find and how to use the appropriate reference materials on both ACS and NIV issues.
- Makes sure the reference material is distributed to the proper person or section on time.
- Serves as a consular timekeeper.
- Serves as a consular back-up subcashier

Provides Consular Section information to the public and to other sections of the Mission. 25 %

- Answers telephone and electronic inquiries and relays telephone calls and messages regarding basic consular procedures and requirements. Refers more complicated questions to the Consular Operations Manager.
- Drafts routine letters and requests ensuring their proper format and timeliness.
- Update the Consular Intranet Page in coordination with the consular operations manager.

Serves as an administrative assistant to the consular management unit. 20 %

- Assists the consular operations manager in arranging both section-wide representational events and those events hosted by individual units, as well as official and public meetings and special events.
- Performs non-immigrant visa Class B referral application pre-screening and data entry on the non-immigrant visa (NIV) computer system.

Performs other related duties, as assigned. 5 %

REQUIRED QUALIFICATIONS:

EDUCATION:

- High school certificate is required.

WORK EXPERIENCE:

- Two years of related work experience required, with at least one year in a Western-style office environment, such as multinational corporation, international organization, or foreign embassy.

LANGUAGE:

- Level IV (fluent) in English, Ukrainian and Russian (*speaking, reading, writing*) is required.

KNOWLEDGE:

- The incumbent, after being fully trained, must know local customs and be familiar with Embassy and consular procedures and regulations. Must know how to use computers and word processing programs. Working knowledge of the NIV system.

SKILLS AND ABILITIES:

- Excellent typing and computer skills; must interact well with the public, have good oral communication skills and an ability to handle high-pressure and high-stress situations. Ability to pay maximum attention to the details. Ability to contribute to the team-oriented approach of the Consular Section.

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 21, 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.

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: DParker – CONS (by e-mail)