



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

027

Date: May 29, 2015

TO: ALL MISSION PERSONNEL

FROM: JOSEPH ROZENSTHEIN – ACTING HUMAN RESOURCES OFFICER

SUBJECT: CONTRACTING ASSISTANT

All employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Contracting Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-08, FP-06* (Full Performance Level)
FSN-07, FP-07* (Developmental Level**)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: General Services Office (GSO)

OPENING DATE: Immediate

DEADLINE: June 12, 2015 at 6 P.M. Kyiv Time

**FP –06/07 is subject for confirmation with Washington.*

*** The successful incumbent will be hired at the Training Level, FSN-07 until all mandatory training(s) is completed and the full performance level of the position is reached.*

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:

This position provides contracting and acquisition support to multiple offices and agencies within the US Mission to Kyiv, Ukraine. The position's portfolio currently consists of more than 100 contracts and task orders, and is responsible for acquisition and contracting support including initial procurement planning, contract award and post award contract administration as well as contractor's performance monitoring. The incumbent reports directly to Contracting Officer (CO) on all contracting issues and reports to the Procurement Supervisor for procurement planning and simplified acquisitions. The position is recognized as the Embassy's expert on State Department contracting issues.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Possession of a bachelor's degree or equivalent in Business Administration, Management, Public Administration, Finance, Law, or related field.

WORK EXPERIENCE:

- Minimum of two years of progressively responsible experience in professional acquisition.

LANGUAGE:

- Level IV (fluency) in English, Ukrainian and Russian is required.

POST ENTRY TRAININGS:

- Simplified Acquisition
- Contract Administration

KNOWLEDGE:

- A good understanding of procurement procedures, types and instruments of contracts, and contract administration principles and practices. Ability to organize and manage acquisition actions effectively. Must have analytical skills to evaluate, and summarize all parts of a procurement action and present it in writing or orally in a clear and concise manner. These skills are also required for researching federal regulations to support negotiating positions, awards and administrative actions.

Solid working knowledge of Microsoft Office especially of MS Excel, State Department software, as well as the ability to do comprehensive, in-depth research on the internet.

SKILLS AND ABILITIES:

- The employee exercises initiative and judgment in independently organizing, managing and performing all of the steps involved in award, administration and close out for acquisition/contract in his or her assigned portfolio for the Contracting Officer's review. The employee is expected to independently collaborate with one or more requesting offices and to deal effectively with mid and high level officials of agency/host government/private sector.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all 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 **June 12, 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 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 a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- 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.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

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.