



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

#033

Date: June 23, 2009

**TO: ALL MISSION PERSONNEL**

**FROM: JOHN K. MADDEN – HUMAN RESOURCES OFFICER**

**SUBJECT: ECONOMIC ANALYST AT THE ECONOMIC SECTION**

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** ECONOMIC ANALYST

**POSITION OPEN TO:** U.S. Citizen Eligible Family Members ONLY –  
*All Agencies*

**POSITION SCHEDULE:** Full Time, 40 hours per week

**GRADE LEVEL:** FP-06\* (full performance)

**OFFICE LOCATION:** Economic Section

**OPENING DATE:** Immediate

**DEADLINE:** OPEN UNTIL FILLED

*\*FP-6 is subject to confirmation with Washington.*

## DEFINITION:

***U.S. Citizen Eligible Family Member*** (US Citizen EFM) for purposes of employment is

- 1) U.S. citizen;
- 2) spouse or child as referred to in 6 FAM 111.3 subparagraphs (1), who is at least age 18;
- 3) who is on the *travel orders* of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad under Chief of Mission (COM) authority;
- 4) who resides at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.

## WORKING ENVIRONMENT AND BASIC FUNCTION OF POSITION:

The position is located in the Economic Section of the Embassy and reports to a Foreign Service Officer in the Economic Section. The position's portfolio focuses on investment, trade, and macroeconomic issues.

## MAJOR DUTIES AND RESPONSIBILITIES:

- Monitors, analyzes and reports on developments in Ukraine's economy. Subject areas include the legal and regulatory framework as it impacts the trade and investment climate, barriers to trade and investment, barriers to entry and competition, service barriers, dispute settlement, expropriation, rule of law, corruption, commercial law, corporate and public governance, conversion and transfer policies, stock market development, banking, privatization, capital market development, tax policy and issues; social conditions and policy (pensions, trafficking in persons, education, health, public assistance, and labor); agricultural policy and reform; maritime issues; developments in the telecommunications sector; science and technology issues. Drafts correspondence for Ambassador and Economic Counselor, talking points, non papers, and cables. **40%**
- Assists with monitoring, reporting and analysis of business climate and policy in Ukraine, including developments in privatization and capital markets and changes in the regulatory and tax regimes. Assists with monitoring, reporting and analysis of energy policy, science issues, agricultural policy and reform, maritime issues, developments in the telecommunications sector and other sectors as required. Assists with monitoring, reporting and analysis of the trade and investment climate and policies in Ukraine. Assists with, monitors, and reports on Embassy advocacy on behalf of U.S. investors in on-going investment and expropriation disputes involving U.S. investors. Liaises with affected investors. Maintains liaison with the Foreign Commercial Service regarding trade and investment issues and disputes. **40%**

- Assists with preparations for visits and delegations and covers other issues of interest of the Economics Section of the U.S. Embassy. Assist with various administrative duties and visitor scheduling as is necessary. **20%**

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

- Bachelor's degree in liberal arts or specialized field is required.

#### **WORK EXPERIENCE:**

- Three years of experience in a governmental, non-governmental organization, international organization, business, legal, educational, professional or think tank environment where reading, writing, research, critical thinking, and other intellectual skills are required on a regular basis.

#### **LANGUAGE PROFICIENCY:**

- Level IV (fluent) English (speaking, reading and writing) is required.

#### **JOB KNOWLEDGE:**

- A thorough knowledge of USG policy is necessary. Good working knowledge of the Mission and section as well as about Ukraine, good understanding of business and economic issues are required.

#### **SKILLS AND ABILITIES:**

- Must be able to work with mid to high-level Ukrainian Government contacts and with management of U.S. businesses. Must be able to use common computer programs, e-mail, word-processing, spreadsheets. Strong English-language writing skills.

### **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 **Secret Security Clearance** as determined by the Bureau of Diplomatic Security.
- U.S. Veterans and Eligible Family Members will be given preference in hiring over other equally qualified candidates in accordance with U.S. law and State Department Regulations. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Additional selection criteria may also include issues such as *conflict of interest, nepotism and budget implications*.

**APPLICATION AND SELECTION PROCESS:**

Consistent with the State Department's Recruitment Policy, qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

The starting salary for the position is set at FP grade 06 step 01. Successful candidates for employment are normally hired at the first step of a grade level. However, the final grade/step determination is performed by EUR/EX/HR based on education, work history and other job-related factors of the successful candidate.

Interested applicants should fax or send their current resume and a letter of interest *in English* to the Embassy Human Resources Office, American Embassy, 4 Hlybochyts'ka St., fax: 490-4085.

**Applications can be sent by e-mail to: [KyivHR@state.gov](mailto:KyivHR@state.gov)**

Only applications received in the Human Resources Office before the closing date will be eligible for consideration. Applications and letters that are inadequate or incomplete will not be considered. Only applicants selected for interviews will be contacted.

CLEARED:

BKlein – ECON (by e-mail)

SEinhorn – FMO