



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

048

Date: December 28, 2012

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: EVENTS COORDINATOR

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: **EVENTS COORDINATOR**

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

GRADE LEVEL: **FP-07* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **Full-Time**

OFFICE LOCATION: **Management Section**

OPENING DATE: **February 25, 2013**

DEADLINE: **January 28, 2013 at 6 P.M. Kyiv Time**

** FP-07 is subject to confirmation with Washington.*

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (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 serves as the Management Section's Events Coordinator, providing logistical support for events held in the Multi Purpose Room, Kennedy Center, Cabana, and Atrium areas of the Embassy.

MAJOR DUTIES AND RESPONSIBILITIES:

Event Coordination

50%

Incumbent will be the primary point of contact for booking and coordinating set-up for events taking place in the following locations at the New Embassy Compound: Multipurpose Room, Kennedy Center, Atrium, and Cabana. Incumbent will meet with event planners/requesting office to understand the logistical, security, IT, and/or other requirements for the event. He/she will work with Facilities, GSO, RSO, IRM, and other sections as needed to arrange logistical support for the event and will often serve as a liaison between these sections and the event planner/requesting office. Meets with event planners and support offices as needed to ensure proper setup. S/he enters events into Embassy Event Calendar on share point site.

Logistical Support**20%**

Oversees event setup and is often on hand throughout major events to monitor logistics and trouble shoot during events.

Event Consultant**20%**

Provides event planners with guidance and advice on space planning, room use, event setup, and organization based on the nature of the event, size, purpose, and space capabilities.

Other Duties**10%**

Carries out other event support, customer service, or management support tasks as directed by the Management Officer.

REQUIRED QUALIFICATIONS:**EDUCATION:**

- At least two (2) years of college is required.

WORK EXPERIENCE:

- At least two (2) years prior experience as an administrative assistant or in any similar field is required.

LANGUAGE:

- Level IV (fluent) in English is required.

KNOWLEDGE:

- The successful incumbent must be able to exercise good judgment and be familiar with U.S. Government regulations and procedures.

SKILLS AND ABILITIES:

- S/he must be able to use standard MS Office software package, including: word-processing, e-mail, spreadsheet. Must have excellent oral and written communication skills and the ability to work with customers in a calm, effective manner.

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 January 28,**

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: [521-51-55](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:

- This position is subject to funds availability and the job offer to a successful candidate will be extended upon receiving an endorsement on the position's budget.
- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens ONLY. The incumbent of the position must be able to obtain and hold a **Secret (S) Security 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 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.

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:

CDubrovsky-MGT (by e-mail)