



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 025

Date: May 8, 2015

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL– HUMAN RESOURCES OFFICER**

**SUBJECT: GUARD-RECEPTIONIST**

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:** Guard-Receptionist

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-04, FP-AA\* (Full Performance Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Regional Security Office/Local Guard Force

**OPENING DATE:** Immediate

**DEADLINE:** May 22, 2015 at 6 P.M. Kyiv Time

*\*FP –AA is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

### **BASIC FUNCTION OF POSITION:**

Serves as a Guard-Receptionist at the entrance to the main U.S. Embassy building performing a second-line access control to the Chancery.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

Completion of secondary school is required.

#### **WORK EXPERIENCE:**

One year security experience with the U.S. Government, international organization, commercial company, government or law enforcement institution is required.

#### **LANGUAGE:**

Level III (good working knowledge) in English.

Level III in Russian or Ukrainian.

#### **KNOWLEDGE:**

Thorough knowledge of local Guard Orders, thorough knowledge of the U.S. Embassy personnel and structure, thorough knowledge of chain of command, thorough knowledge of operating manuals for security equipment.

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

Must be able to provide coaching and on-the-job training to junior guards. Must be able to effectively use available resources (people and equipment) in order to react to emergency security situations. Must have an ability to follow instructions, be reliable in attendance and performance, must be able to concentrate and retain high level of attention, must have good observation skills, must be tactful and polite with visitors and colleagues, must be able to perform access control function, must be able to operate standard security equipment, must be able to obtain initial medical certification. Must be able to prepare factual security incident reports in English.

### **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 **May 22, 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](mailto: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 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.

CLEARED: LScott - RSO (by e-mail)