



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

003

Date: February 8, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: HOUSING COORDINATOR IN THE GENERAL SERVICES OFFICE

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: HOUSING COORDINATOR

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

GRADE LEVEL: FP-06* (FULL PERFORMANCE LEVEL)

WORK HOURS: FULL-Time Schedule

OFFICE LOCATION: General Services Office (GSO)

OPENING DATE: o/a mid-April, 2013

DEADLINE: February 24, 2013 at 6 P.M. Kyiv Time

* FP-06 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:

Under the guidance of the GSO in charge of Housing, incumbent is the Housing Section's primary point of contact with new personnel, provides input on individual assignments and overall housing pool composition, conducts residential inspections, and manages Post's housing pool and arrival/departure procedures for approximately 140 housing units.

MAJOR DUTIES AND RESPONSIBILITIES:

Customer Service

40%

Serves as the primary point of contact on housing-related issues for incoming personal, providing detailed explanation of USG and Post policies as well as information tailored to individual incomers' assignments. Once employees arrive at Post, the incumbent gives presentations on Post's housing policies and answers questions newcomers may have. Works closely with customers throughout the process to ensure their new homes are safe, secure, and comfortable meets their needs.

Housing Assignments**25%**

Prior to employees' arrival, the incumbent compiles housing preferences and ensures the Housing Section and Housing Board have all available information about families' needs and preferences. Advises the Housing GSO on suitable housing and develops list of preliminary assignments in accordance with 15 FAM and all other applicable regulations. Prepares housing proposals for review by the Inter Agency Housing Board. Recommends changes to Post's current housing portfolio to the Housing GSO. Maintains Arrival/Departure database.

Inspections**15%**

With knowledge of, and in compliance with, U.S. Government regulations under 15 FAM 700, the incumbent schedules and conducts residential inspections prior to final departure of officers and families. Prepares detailed condition reports of residential quarters, including documentation of any damage. Based on the inspection, advises on any issues that will need to be addressed between occupants, including maintenance or repair, and furniture and appliances condition or placement.

Make Ready Program Management**15%**

Actively manages the Mission's Make Ready program for the approximately 140-unit residential housing program to ensure seamless transitions between departing and incoming occupants. Maintains the Make Ready Spreadsheet and ensures that information is complete and up-to-date. Provides any information about special requirements to the Make Ready team (Facilities Maintenance, GSO Property, GSO Housing). Provides detailed feedback on contractor performance to ensure work is performed correctly and in a timely manner. Conducts final inspection to ensure all make ready work is completed before the occupant's arrival.

Other Duties as Assigned**5%****REQUIRED QUALIFICATIONS:****EDUCATION:**

- At least 2 years of college education is required.

WORK EXPERIENCE:

- Two years of customer service work including dealing with difficult customers is required,

LANGUAGE:

- Level IV (fluent) in English is required.

KNOWLEDGE:

➤ Must have good working knowledge of computers, especially knowledge of MS Office, spreadsheets and/or database operation, and use of the Internet; must have extensive knowledge of, or ability to learn, appropriate sections of the Foreign Affairs Manual and relevant Mission Agency Regulations; should have knowledge of, or be able to research and learn, basic housing/building standards in Ukraine, as well as Ukrainian Lease Regulations; should have knowledge of Policies and Procedures pertaining to the handling and escorting of classified documents and classified equipment such as copiers, fax machines, computers, printer, shredders and documents; should be fully versed in, or able to learn, all policy guidelines of the Mission Housing Program, as they relate to obligations of both the government and occupants. This includes knowledge and use of 15 FAM; must be willing and able to work extended and unusual hours to include weekends, evenings and holidays and be available to work during the busy make ready season April – August. This position has no supervisory requirements.

SKILLS AND ABILITIES:

➤ Excellent written and oral communication skills, emphasizing tact and diplomacy; ability to deal effectively with a wide range of Mission American and LE Staff employees; ability to negotiate, converse and/or resolve issues with and deal assertively and professionally with contractors, landlords and their representatives, realtors, utility company employees vendors, and local officials. The applicant must be able to handle considerable local travel to local apartments and houses (in an Embassy vehicle) and be able to maneuver uneven surfaces and stairwells as high as 5 stories.

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 February 24, 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:

CHipp – A/GSO (by e-mail)