



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#033

Date: June 09, 2008

TO: ALL MISSION PERSONNEL

FROM: JOHN K. MADDEN – HUMAN RESOURCES OFFICER

SUBJECT: OFFICE MANAGEMENT ASSISTANT (ROVER SECRETARY)

Interested candidates 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: Office Management Assistant (Rover Secretary)

POSITION OPEN TO: Not Ordinarily Resident (NOR) US Citizens (*see definition below*)

POSITION SCHEDULE: WHEN ACTUALLY EMPLOYED (WAE)

GRADE LEVEL: FP-09* (full performance)
(*Successful candidates may be appointed at a lower grade level if all qualifications/knowledge of the position are not met*)

OFFICE LOCATION: Chancery

OPENING DATE: Immediate

DEADLINE: Open until filled

**FP-9 is subject to confirmation with Washington.*

DEFINITION:

Not Ordinarily Residents (NORs) are:

- 1) Typically US Citizen Eligible Family Members (EFMs) and Eligible Family Members of Foreign Service, Civil Service, or unified service members permanently assigned to post and who are eligible for employment under an American USG pay plan, on the travel orders, and under the Chief of Mission (COM) authority.
- 2) Members of Household (MOH) who are: a) not an EFM; and b) not on the travel orders and do NOT need a work permit, do NOT come under host country law, but who can legally work in country. An MOH may be a parent, unmarried partner, or other relative or adult child who doesn't fit the EFM definition, but who has been officially declared to the COM.
- 3) Other personnel having diplomatic privileges and immunities and who are eligible for employment under an American USG pay plan may also be considered NORs.

WORKING ENVIRONMENT AND BASIC FUNCTION OF POSITION:

This position is located at a large U.S. mission, Kyiv, Ukraine. Incumbent provides office management support to any Department of State office/section within the Mission as the sole support of the office in the absence of the permanent office management specialist (OMS). This position holds no supervisory duties.

MAJOR DUTIES AND RESPONSIBILITIES:

- Types in final, letters, telegrams, memoranda, diplomatic notes and reports (to include EER) from handwritten or typed drafts. Maintains and updates all Mission and/or office lists and notices as required. May be called upon to take and transcribe minutes for meetings. Assemble data and draft certain Mission and/or office reports and materials (such as, status reports, staffing pattern, input to MPP, bids, briefing, conference reports, post profile, post report, etc.). Proofreads and edits all correspondence and materials to ensure proper format, accuracy and compliance with regulations.
- Receives and screens all incoming telephone calls and correspondence. Responds to inquiries and requests of a routine nature, or directs to responsible party for action.
- Maintains and controls schedule for senior management, arranges appointments and meetings, transport to and from meetings, arranges RSO clearances for visitors.
- Acts as custodian of classified and unclassified office files, and maintains section reference library, as well as the office information resource library. Maintains and controls reading file for office. Maintains time and attendance records, or acts as

- back-up for reporting of T&A. Monitors deadline dates for submission of reports and action related matter. Receives and escorts visitors and maintenance personnel within section.
- Coordinates administrative arrangements for VIP visits, TDY visitors and special functions. Assists officers and TDY personnel with travel arrangements, visas and accommodations. Reviews travel vouchers for accuracy and tracks processing and payment. Prepares invitations, applies knowledge of protocol in managing processes and events, e.g., preparing guest lists, invitations, seating charts, proper forms of address, and representation vouchers.
 - Schedules repairs and/or preventive maintenance services for office equipment, e.g., telephones, personal computers, photocopiers, fax machines, scanner. Provides basic software support such as archiving and use of office software including the Internet and Intranet. Controls office supply stock and reorders as necessary.
 - May be assigned additional duties and responsibilities as required of the job. May be called upon to coordinate, or assist with, special projects, events or functions as directed. Assists other sections as needed.

REQUIRED QUALIFICATIONS:

EDUCATION:

- High School diploma.

WORK EXPERIENCE:

- A minimum of one year of clerical or administrative experience.

KNOWLEDGE:

- Must be familiar with the mission's organizational structure, as well as possess a good working knowledge of U.S. Government practices, particularly in the office management field.

SKILLS AND ABILITIES:

- Advanced level keyboard skills and computer literacy on a variety of software applications (MS Word, Excel, Access, Open-net, etc.). Ability to organize routine data and maintain established procedures. Ability to be flexible, resourceful and service-oriented in dealing with people.

LANGUAGE:

- *Level IV (fluent)* in English.

ADDITIONAL SELECTION CRITERIA:

- The incumbent of the position must hold a *Top Secret* Security Clearance or be eligible to obtain one, 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:

Applications of qualified candidates may be reviewed and evaluated against the announced job requirements by the Interagency Employment Committee, which ranks candidates and makes a recommendation for employment to the supervisor

Candidates for employment are normally hired at the first step of a grade level. Higher grade or salary step levels are determined by the Department of State, EUR/EX/HR

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

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: SEinhorn – FMO