



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

014

Date: April 1, 2015

TO: ALL MISSION PERSONNEL

FROM: BRIAN RANDALL – HUMAN RESOURCES OFFICER

SUBJECT: NON IMMIGRANT VISA ASSISTANT

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Non Immigrant Visa Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-07, FP-07* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Consular Section/Non Immigrant Visa Unit

OPENING DATE: Immediate

DEADLINE: April 15, 2015 at 6 P.M. Kyiv Time

**FP –07 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:

Performs visa application pre-screening, biographical and biometric data entry in the non-immigrant (NIV) computer system, and physical preparation of approved visas. The incumbent coordinates one of three specifically assigned NIV portfolios. Contributes to local post fraud prevention and deterrence program by identifying possible fraud trends. Performs anti-fraud pre-screening and preliminary and/or random verification of sophisticated project-related visa cases. Reports findings to NIV line officers. Liaises with Post Fraud Prevention Unit as well as with local counterparts on complex visa cases. Provides informational outreach and guidance for all possible internal and external contacts involved with their specific visa portfolio, and maintains project-related databases and procedural guidance. Dedicates significant time to handling complex cases that require considerable research analysis, and portfolio-specific knowledge of 9 FAM and other Department regulations. The incumbent works closely with Consular Officers, FPU Staff and/or the Senior NIV LES to quickly and successfully resolve issues or change procedures based on evolving consular regulations and post standard operating procedures.

REQUIRED QUALIFICATIONS:

EDUCATION:

A secondary school degree is required.

WORK EXPERIENCE:

A minimum of two years of administrative experience in a professional office environment is required.

LANGUAGE:

Fluency (Level IV) in English, Ukrainian, and Russian is required. Incumbent must be able to read, write, and understand relatively complex concepts and be able to explain them to colleagues and clients.

KNOWLEDGE:

An incumbent, after being fully trained, must have a detailed understanding of the workings and structure of the Embassy, Kyiv, Consular Section, and NIV Unit. The incumbent must be familiar with relevant regulations and procedures within national and state institutions, educational institutions and exchange program facilitators, port authorities and crewing agencies, state and commercial enterprises. Incumbent must possess knowledge in project-related areas of Consular operations, Immigration Law, procedures and regulations. The incumbent must have strong problem solving skills, analytical skills, presentation skills, negotiation and conflict resolution abilities, and good customer service skills.

SKILLS AND ABILITIES:

Advance-level drafting skills in English, Russian, and Ukrainian are essential. Good customer service, communication and interpersonal skills are also required. Computer

skills, including MS Office, and the ability to quickly and accurately enter and check large amounts of data relating to visa applicants.
Flexibility, and the ability to work well under pressure is key to this position.
Additionally, the incumbent must be able to manage a varied and constantly changing workload and set and meet deadlines.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all 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 **April 15, 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 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 a 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: JSarraf - CONS (by e-mail)