



JOB OPPORTUNITY ANNOUNCEMENT

#024(2) Readvertisement

Date: May 20, 2009

TO: ALL MISSION PERSONNEL

FROM: JOHN K. MADDEN – HUMAN RESOURCES OFFICER

SUBJECT: NIV CONSULAR ASSISTANT, CONSULAR SECTION

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: NIV Consular Assistant

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY (see definition below) – All Agencies

POSITION SCHEDULE: Full Time, 40 hours per week

GRADE LEVEL: FP-08* (full performance level)

OFFICE LOCATION: Consular Section/Non-Immigrant Visa Unit

OPENING DATE: Immediate

DEADLINE: OPEN UNTIL FILLED

**FP-8 is subject to confirmation with Washington.*

DEFINITION:

U.S. Citizen Eligible Family Member (US EFM) for the purpose of employment is

- 1) a U.S. citizen;
- 2) a spouse or a child as referred to in 6 FAM 111.3 subparagraphs (1), who is at least age 18;
- 3) who is on the *travel orders* of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad under Chief of Mission (COM) authority;
- 4) who resides at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.

WORKING ENVIRONMENT AND BASIC FUNCTION OF POSITION:

Performs moderately difficult and responsible clerical and related work pertaining to visa services.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs a broad range of visa services involving the processing of visa cases to the point of final review, including:

- Reviews non-immigrant visa applications and checks documentation for completeness prior to interview, performing prescreening of the documents. Assists with the capturing of NIV biometric information as well as data entry and printing of the non-immigrant visas. **30%**

- Process drop box cases and makes recommendations for further action. **20%**

- Answers inquiries as to the status of pending applications. Is an expert on the ten print biometric verification program. **20%**

- Acts as backup to the employee responsible for processing referrals and diplomatic notes. Performs as backup for the ACRS cashier and PLU Consular Services Clerk as required. **15%**

- Other duties as assigned. **5%**

REQUIRED QUALIFICATIONS:

EDUCATION:

- High school certificate is required.

WORK EXPERIENCE:

- Two years of related work experience in a U.S. Government or public agency is required. Broad experience in dealing with the public in a wide range of stressful situations is required.

LANGUAGE PROFICIENCY:

- Level IV (fluent) English is required.

JOB KNOWLEDGE:

➤ Good working knowledge of Consular services is required. Working knowledge of MS Office programs, specifically MS Word and MS Access, is required. Broad understanding of the U.S. Executive and Legislative systems is required. Good working knowledge of visa laws and regulations as contained in 9 FAM and the INA is required.

SKILLS AND ABILITIES:

➤ Level II typing (minimum 40 words per minute) required. Must have capability of handling sensitive situations with a great deal of tact. Must also be flexible and willing to adapt to changes. The ability to deal with the general public is critical.

ADDITIONAL SELECTION CRITERIA:

➤ The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Secret Security Clearance** 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:

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.

The starting salary for the position is set at FP grade 08 step 01. Successful candidates for employment are normally hired at the first step of a grade level. However, the final grade/step determination is performed by EUR/EX/HR based on education, work history and other job-related factors of the successful candidate.

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: JArmstrong – CONS (by e-mail)
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