



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

031(Re-advertisement)

Date: September 20, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: CONSULAR ASSISTANT IN THE NON-IMMIGRANT VISA UNIT

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: CONSULAR ASSISTANT

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

GRADE LEVEL: FP-07* (FULL PERFORMANCE LEVEL)

WORK HOURS: PART-Time (20-32 hours per week)**

OFFICE LOCATION: Consular Section/Non-Immigrant Visa Unit

OPENING DATE: Immediate

DEADLINE: October 6, 2013 at 6 P.M. Kyiv Time

* *FP-07 is subject to confirmation with Washington.*

** *The successful candidate should be available at a minimum for the required hours Monday-Friday from 8AM till 12 PM, however, optional hours (Monday-Friday 12PM-3:30PM) may be scheduled if an employee wants to work for longer.*

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:

The position is responsible for direct support of the Nonimmigrant Visa (NIV) Unit throughout the adjudication process. This position will be primarily responsible for NIV application review and documentation checks and capture of applicant biometric information, especially fingerprints. The position will also assist in ensuring timely, accurate information is available to the public by assisting in website maintenance and preparation of outreach materials. The position can be less than 40 hours per week, but requires the employee to be at work 8 AM to 12 Noon daily at a minimum, as the basic biometric work can only be performed during NIV's public interview hours.

MAJOR DUTIES AND RESPONSIBILITIES:

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

- Ensures capturing of NIV biometric information as well as data entry and printing of the non-immigrant visas. **40%**
- Reviews NIV applications and checks documentation for completeness prior to interview, performing prescreening of the documents. **30%**
- Acts as section expert on ten print biometric verification system, review standard operating procedures and training materials to ensure accuracy. **5%**

- Researches Foreign Affairs Manual (FAM) regulations and performs other background research on NIV-related matters as needed and directed. **5%**
- Assists in updating website information regarding NIV procedures. **5%**
- Participates in section management meetings, trains staff on use of biometric systems. **5%**
- Other duties as assigned. **10%**

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:

- Level IV (fluent) in English is required.

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 important.

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 October 6, 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.