



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 062

Date: December 24, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: JOSEPH ROZENSHTAIN – ACTING HUMAN RESOURCES OFFICER**

**SUBJECT: OFFICE MANAGER IN LAW ENFORCEMENT SECTION**

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: OFFICE MANAGER**

**OPEN TO: ALL INTERESTED CANDIDATES**

**GRADE LEVEL: FSN-05, FP-09\* (Full Performance Level)**

**WORK HOURS: Full Time, 40 hours per week**

**POSITION TYPE: Permanent**

**OFFICE LOCATION: International Narcotics and Law Enforcement Section (INL)**

**OPENING DATE: Immediate**

**DEADLINE: January 10, 2015 at 6 P.M. Kyiv Time**

*\*FP –09 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:**

The Administrative and Program Assistant serves as the Section's office manager, working closely with office staff, the Management section, and other Embassy offices. S/He assists in the execution of approximately \$10 million in annual programmatic assistance to Ukraine.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Maintains time and attendance records for the section and prepares biweekly payroll report. Maintains and renews contact information on U.S. and Ukrainian Government officials, as well as Section counterparts in Contact Database. Maintains office records and general filing system. Processes Leahy vetting requests. Works as Travel arranger for section staff, making travel authorizations and preparing travel vouchers. Handles basic correspondence and general phone inquiries, as necessary, and maintains section-related input on the Embassy website. **45%**
- Maintains office supplies on behalf of the section, ordering supplies from Procurement and Warehouse as required. Writes and sends work orders to General Services Office, evaluates the amount and character of work to be performed. Submits all procurement requests for office needs. Submits visitor access and other e-services requests for section staff. **20%**
- Assists in organizing section events and visits, and supports the execution, monitoring, and evaluation of INL-funded projects. **25%**
- Undertakes other duties as assigned. **10%**

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

Two years college/university studies is required.

#### **WORK EXPERIENCE:**

One year of related office experience is required.

#### **LANGUAGE:**

Level III (good working knowledge) in English, Ukrainian and Russian is required.

### **KNOWLEDGE:**

Must have a good knowledge of general office procedures; must be familiar with standard office equipment (computer, fax, copy machine, etc.) and be able to exercise sound judgment within the assigned responsibilities.

### **SKILLS AND ABILITIES:**

Computer skills: good knowledge of MS Windows, MS Word, MS Excel, MS Outlook Express, Internet Explorer. Must possess good judgment, tact, and ability to prioritize.

### **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 **January 10, 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](mailto: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: CSmith - INL (by e-mail)