



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

#029

Date: September 5, 2013

**TO: ALL MISSION PERSONNEL**

**FROM: CHRISTOPHER NEWTON – 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:** U.S. Citizen Eligible Family Members  
ONLY (see the definition on the second page)

**WORK SCHEDULE:** WHEN ACTUALLY EMPLOYED (WAE)

**GRADE LEVEL:** FP-09\* (full performance)

**OFFICE LOCATION:** CHANCERY

**OPENING DATE:** Immediate

**DEADLINE:** September 19, 2013 by 6 P.M. Kyiv Time

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

## **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.

## **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 the 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. Occasionally assists Consular Section with fingerprints taking during high season or in the absence of a primary assistant who handles this project.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

High School diploma is required.

#### **WORK EXPERIENCE:**

A minimum of one year of clerical or administrative experience is required.

#### **LANGUAGE:**

*Level IV (fluent)* in English.

#### **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.

#### **HOW TO APPLY FOR THIS POSITION:**

✓ 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 **in English** and submit it to the Embassy Human Resources Office by COB **September 19, 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) should be completed, signed 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 the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

#### **ADDITIONAL SELECTION CRITERIA:**

- 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 **TOP Secret (TS) 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.

- Additional selection criteria may also include issues such as *conflict of interest, nepotism and budget implications.*

### **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: CNewton – HRO