Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

 # 041 **Date: October 26, 2012**

TO: **ALL MISSION PERSONNEL**

FROM: **CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER**

SUBJECT: **REALTY CLERK**

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:	**Realty Clerk**
OPEN TO:	**ALL INTERESTED CANDIDATES**
GRADE LEVEL:	**FSN-06, FP-08* (Full Performance Level)**
WORK HOURS:	**Full Time, 40 hours per week**
POSITION TYPE:	**Permanent**
OFFICE LOCATION:	**General Services Office/Housing Unit**
OPENING DATE:	**Immediate**
DEADLINE:	**November 12, 2012 at 6 P.M. Kyiv Time**

**FP –08 is subject for confirmation with Washington.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Under the supervision of the Realty Assistant, the incumbent provides support to the Post's realty program.

MAJOR DUTIES AND RESPONSIBILITIES:

Customer Service **40%**

Serves as a liaison between Landlords and Tenants to ensure leased apartments are properly maintained in accordance with 15 FAM 341B Lease Agreement. Explains to Landlords and Tenants their rights and responsibilities under lease agreement so that USG interests are protected. Executes work order requests by determining the priority and forwards to the proper office/institution/person for execution. The incumbent must exercise a high degree of interpersonal skills in addressing landlord and tenant concerns and proposing suitable solutions to problems. Makes sure that all requests are done with maximum efficiency and are in the best interest of the USG.

Make Readies **20%**

When apartments are vacant between residents, ensures proper make-readies and necessary upgrades are completed by Landlord and that this work is in the USG's interest. Must maintain good working relationship with landlords and good negotiation skills to obtain landlord support for some items that may not be included in the lease agreement, thus achieving cost savings for the USG.

Utility Services Reporting **15%**

Collects receipts from the landlords to check and verify data on each receipt prior to submitting those for reimbursement. Check utility rates applied, accuracy of calculations, prepares and submits summary report for each property to the FMO. Answers any questions and clarifies information for the FMO to prepare the voucher. After the voucher was issued and approved schedules with the landlord visit to the Embassy cashier to collect reimbursement and sign the papers.

Coordination of Rental Payments **15%**

Ensures timely submission of all necessary documentation to FMO for processing rental payments. Informs FMO on properties to be terminated so that there is no exceeding in request for funding. Prepares amendments to the lease agreements for GSO in charge of Housing signature. Updates housing part of RPA in PASS system.

Database Maintenance **5%**

Updates the Housing Unit's contacts database and warden information on at least a weekly basis. Ensures that all data is current and complete.

Other duties as assigned **5%**

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

WORK EXPERIENCE:

- 2 years of general administrative work is required.

LANGUAGE:

- Russian or Ukrainian – level III (both speaking and reading) is required;

  English - level III (both speaking and reading) is required.

KNOWLEDGE:

- Incumbent will have, after being fully trained, good working knowledge about the structure and subordination of the Embassy; USG policies related to housing issues in-depth; knowledge of the USG standard lease agreement in-depth (15 FAM 341); in-depth host country procedures in real estate and utility managements – good working knowledge.

SKILLS AND ABILITIES:

- Incumbent must be able to communicate effectively on subjects related to contracts. Must also possess effective negotiation skills and be able to work independently. Should have typing ability and be able to use PC (basic).

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 **in English** and submit it to the Embassy Human Resources Office by COB **November 12, 2012.** 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.

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:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- 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.
- Only those applicants who are selected for the interviews will be contacted.

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: CHipp – GSO (by e-mail)