



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 016

Date: April 20, 2015

**TO:** ALL MISSION PERSONNEL  
**FROM:** BRIAN RANDALL – HUMAN RESOURCES OFFICER  
**SUBJECT:** SD GUARD (SURVEILLANCE DETECTION)

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:** SD Guard (Surveillance Detection)  
**OPEN TO:** ALL INTERESTED CANDIDATES  
**GRADE LEVEL:** FSN-04, FP-AA \* (Full Performance Level)  
**WORK HOURS:** Full Time, 40 hours per week  
**POSITION TYPE:** Permanent  
**OFFICE LOCATION:** Regional Security Office/SD Unit  
**OPENING DATE:** Immediate  
**DEADLINE:** May 4, 2015 at 6 P.M. Kyiv Time

*\*FP –AA 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:**

Provides security for USG facilities, employees, and family members by performing procedures to detect, recognize, and report on surveillance directed against U.S. Government facilities and/or personnel and provides support directly, or by calling for assistance in case of an imminent attack, calls for immediate assistance and takes action to prevent injury and death to personnel, and destruction of property.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

Completion of secondary school is required.

#### **WORK EXPERIENCE:**

At least one year of surveillance, security or other related experience is required.

#### **LANGUAGE:**

Level IV (fluent) in Russian or Ukrainian is required.

Level II (limited knowledge) in English is required.

#### **KNOWLEDGE:**

Must be familiar with basic security procedures. The position requires a good working knowledge of SD procedures. The position requires a good knowledge of the city geography and general culture.

#### **SKILLS AND ABILITIES:**

Incumbent must have good visual memory and observation skills as well as good communication skills, both verbal and written. Must be able to work independently without close supervision and adapt to changing circumstances without requesting guidance. A valid driver's license (category B) is required. Must be skilled in the use of surveillance equipment.

### **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 or in Ukrainian** and submit it to the Embassy Human Resources Office by COB **May 4, 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: LScott - RSO (by e-mail)

## *Переклад основних посадових обов'язків українською мовою*

**НАЗВА ПОСАДИ: ОХОРОНЕЦЬ ЗОВНІШНЬОГО СПОСТЕРЕЖЕННЯ**

**ГРАФІК РОБОТИ: 40 ГОДИН НА ТИЖДЕНЬ**

### **ОСНОВНІ ПОСАДОВІ ОБОВ'ЯЗКИ:**

До обов'язків працівника входить охорона об'єктів та працівників уряду США, включаючи членів їх родин, а також виявлення, розпізнання та надання звітності щодо спостереження, спрямованого на об'єкти уряду США або на його персонал та надання безпосередньої допомоги або звернення за допомогою у разі спланованого нападу, та вживання заходів щодо попередження поранення або смерті працівників та пошкодження майна.

### **ОСНОВНІ ВИМОГИ:**

- Аттестат про середню освіту;
- 1 рік досвіду роботи охоронцем зовнішнього спостереження або іншого схожого досвіду;
- Вільне володіння українською чи російською мовами, початковий рівень володіння англійською;
- Добре розуміння та знання інструкцій та правил роботи відділу. Добре знання місцевості та загальних норм поведінки;
- Наявність посвідчення водія категорії В.

### **ВИМОГИ ДО ПОДАЧІ ДОКУМЕНТІВ:**

Зацікавлені кандидати повинні заповнити Анкету кандидата на працевлаштування (DS-174) та надіслати її до відділу кадрів Посольства США. Анкету DS-174 можна знайти на офіційній сторінці Посольства у розділі «Вакансії»:

<http://ukraine.usembassy.gov/job-opportunities.html>. **Не підписані анкети, анкети без дати та анкети, що заповнені олівцем, прийматися не будуть.** Анкета на працевлаштування (DS-174) може бути заповнена електронно, але повинна бути роздрукована, підписана та відправлена на адресу електронної пошти [KyivHR@state.gov](mailto:KyivHR@state.gov) або надіслана по факсу: **521-51-55**. Анкети отримані після **18:00 години 4 травня 2015 року розглядатися не будуть.**