



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

043

Date: July 24, 2009

TO: ALL MISSION PERSONNEL

FROM: AMANDA JOHNSON-MILLER – ACTING HUMAN RESOURCES OFFICER

SUBJECT: ADMINISTRATIVE/SECURITY CLERK FOR NEW EMBASSY COMPOUND

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: Administrative/Security Clerk

OPEN TO: All interested Candidates

GRADE LEVEL: FSN-05, FP-09* (Full performance level)

WORK HOURS: Full Time, 40 hours per week

OFFICE LOCATION: New Embassy Compound (NEC)

OPENING DATE: Immediate

DEADLINE: August 9, 2009 at 6 P.M. Kyiv time

**FP-09 is subject to confirmation with Washington.*

IMPORTANT NOTE: *This position will be staffed ONLY for the period of NEC construction (approximately 36 months) and will be eliminated upon completing the construction project.*

IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL INTERESTED CANDIDATES MUST BE *ELIGIBLE* FOR EMPLOYMENT IN UKRAINE AT THE TIME OF SUBMITTING APPLICATION.

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The incumbent will perform moderate difficult clerical and administrative related work pertaining to security investigations for the NEC site. Assists investigative staff in liaison duties with local police officials and American contractor personnel in delivering and receiving security correspondence and assistance with official visits.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Prepares and types various security correspondences (i.e. routine memorandums, investigation reports) in response to incoming inquiry letters; to request further information, to acknowledge receipt of letters, services and information.

Types unclassified reports upon Site Security Manager's (SSM) or FSNI's requests regarding investigations of criminal/security matters with employees to the New Embassy Compound (NEC) project.

Translates a wide variety of documents and materials for the SSM Office.

Performs routine clerical management and filing; maintains computer security clearance files and databases, including access control documents.

Makes appointments for investigative staff, answers telephone calls, passes inquires to respective office staff members.

Serves as liaison with working level Ukrainian officials and provides logistical support during official and TDY visits to the NEC.

85%

B. Other duties as assigned including back-up for Project Director's Administrative Assistant
15%

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

WORK EXPERIENCE:

- Two years of general clerical and administrative secretarial work is required.

LANGUAGE:

- Level III English, Level IV Russian and Ukrainian are required.

KNOWLEDGE:

- Incumbent should have a good knowledge of security office administrative procedures. Should be familiar with Ukrainian Law pertaining to the security clerk position. Should to know a structure of Ukrainian government law enforcement agencies.

SKILLS AND ABILITIES:

- Must be able to type accurately (approx. 40w/min). Must be details oriented and attentive to procedural requirements. Must have good oral and written communication skills. Must be able to use Windows and other general office software applications. Must possess tact and be able to provide a good customer service.

APPLICATION AND SELECTION PROCESS:

- ✓ Interested applicants should fax or mail their *current résumé* and *letter of interest* **in English** to the Embassy Human Resources Office, American Embassy, 4 Hlybochys'ka St., fax # 490-4085. Applications can be also sent by e-mail to: KyivHR@state.gov

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

- ✓ If you are already employed by the U.S. Embassy, please send a *short memorandum* and *updated résumé* to the Human Resources Office to indicate your interest in this vacancy.

- ✓ Initial screening will be based on the curriculum vitae or résumé and letter of interest. Candidates ranked highest may be invited to meet with HR staff and to take tests as appropriate. Those ranked highest may then be referred for interviews.
- ✓ If two or more US Citizen EFM or US Veteran applicants are being considered for employment, the Post Employment Committee will meet to interview and rank candidates and make a recommendation for employment to the supervisor.
- ✓ Management will consider additional selection criteria that may include issues of *conflict of interest, nepotism and budget implications*.

ADDITIONAL SELECTION CRITERIA:

- ! Current employees serving a *probationary period* are not eligible to apply for this position.
- ! U.S. Veterans and US Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with U.S. law and State Department Regulations. Candidates who claim *U.S. Veterans preference* must provide a copy of their Form DD-214 with their application.
- ! 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.

CLEARED: DWalsh - OBO (by e-mail)
 DMercadante - FMO