



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

020

Date: May 21, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: SUPPLY CLERK (EXPENDABLE SUPPLIES), GENERAL SERVICES OFFICE

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: Supply Clerk

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: General Services Office (GSO)

OPENING DATE: Immediate

DEADLINE: June 5, 2012 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:

Performs the Embassy Expendable (EXP) supply operations at the warehouse, including storing, safeguarding and issuing expendable supply items, ensuring monthly US dollar figures & stock usage reports are forwarded to GSO for ICASS counts. Works closely with and reports to Property Manager. The incumbent tracks the movement of EXP supplies between the warehouses and Embassy offices and residences and records receiving and issuing data into the WebPASS database as it relates to EXP supplies. Is responsible for next categories of EXP: office and supplies.

MAJOR DUTIES AND RESPONSIBILITIES:

Expendable Supply **60%**

Performs all functions as one of two Embassy EXP clerks: ordering, opening, inspecting and checking items against delivery and procurement documents, acknowledging receipt, and preparing and signing the Receiving and Inspection Report and forwarding the report to procurement. Also, responsibility for administering and tracking loaned office supply items. Ensures daily deliveries are made on time.

Manages the orderly organization and storage of expendable office supplies in the warehouse, reports and documents any damages or discrepancies to the Property Manager.

Documentation **30%**

Maintains a correct and up-to-date inventory of all items in the EXP supply warehouse. Works directly with procurement to order additional supplies as required. Establishes and maintains appropriate minimum and maximum levels for EXP items according to established supply standards and practices. Recommends disposal of excess items.

Orders select supplies directly from local supplier via BPA on a just-in-time basis. Seeks feedback from customers regarding quality of locally procured items to ensure customer satisfaction.

Other duties **10%**

Assists with coordinating supplies needed and used for VIP visits with the advance team and GSO team. Drives a USG vehicle in performance of official duties. Other duties as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION:

Completion of secondary school is required.

WORK EXPERIENCE:

At least 2 years of general work experience or experience in the supply program and/or warehouse is required. Two years of driving experience is also required.

POST ENTRY TRAINING:

WebPASS.Expendables

LANGUAGE:

Level III (speaking/reading/writing) English is required. Level III (speaking/reading/writing) Ukrainian or Russian is required.

KNOWLEDGE:

Must be able to effectively use computers and a variety of computers programs, including Microsoft Word and Excel. Must have a good working knowledge of Department of State and/or associated agency supply instructions and procedures. Must have knowledge of the U.S. Embassy organizational structure.

SKILLS AND ABILITIES:

Must be capable of performing moderately arduous work, including heavy lifting. Must have a valid Ukrainian driver's license to operate a small truck or van categories B&C. Must have good judgement to work independently and choose the most efficient methods to perform tasks. Must have the ability to project long term (4-8 months) supply needs. Must have good customer service skills.

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 **June 5, 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 and emailed to: 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:

- 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: I Erickson - GSO (by e-mail)