

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-69

OPEN TO: All Interested Candidates

OPENING DATE: May 13, 2011

POSITION: **Maintenance Man**

CLOSING DATE: May 26, 2011

GRADE: FSN-4, FP-AA*

POSITION NO: L-52137

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary)

(Position Grade: FP-AA to be confirmed by Washington)

*Ordinarily Resident: Rs.439,478 p.a. (Starting salary)

(Position Grade: FSN-4)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Maintenance Person in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent of this position performs multi-trade maintenance work for the installed HVAC, plumbing equipment, such as air-handling units, fan coil unit, cabinet unit heaters etc. Performs maintenance work on the operation of swimming pool. Works on pipe fitting, welding and fabrication works for the system requirements or in the workshop whenever required. Perform maintenance of HT/LT panels, distribution boards and control panels. Works on security equipments installed such as delta barricades, sliding gates etc. Upgrades security works and renovates plumbing systems. Drives light truck whenever required. Performs other related duties as assigned by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of 10 years of education and one year vocational certificate in Electrical or Mechanical trade is required.

2. EXPERIENCE: Minimum three years of experience in mechanical or electrical field is required.

3. LANGUAGE: Level II English (limited) Reading/Speaking/Writing and Level III Urdu (good working knowledge) Reading/Speaking/Writing are required.

4. KNOWLEDGE: Incumbent have good knowledge of established trade practice, tool and their use.

5. ABILITIES & SKILLS: Incumbent must have an ability to operate hand and power tools used for maintenance. Must be able to drive the vehicle and possess a valid Pakistani driving license for Motor Car/Jeep.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (11-42) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

Human Resources Office, U.S. Embassy Islamabad

P.O. Box 1048, GPO, Islamabad.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 26, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.