

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 11-205

**OPEN TO:** All Interested Candidates  
**POSITION:** **Administrative Assistant**, FSN-7, FP-7\*  
**POSITION NO:** L-50164  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.722, 365 p.a. (Starting salary)  
(Position Grade: FSN-7)

**OPENING DATE:** December 20, 2011  
**CLOSING DATE:** January 2, 2012

**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 an Administrative Assistant in the Health Unit.

### **BASIC FUNCTIONS OF POSITION:**

The basic function of this position is to perform administrative functions and logistics to support health unit projects. Administers health unit activities in Consulate General Lahore. Provides administrative assistance to the management and health unit staff. This includes assisting in surveying medical facilities, physicians and testing services available in Lahore. Supports procurement of medical/lab supplies and equipment; liaises with local medical facilities/administration to maintain contacts at all levels for access and quality medical service for the American community. Provides administrative assistance for medical evacuations overseas, and expedites hospitalizations at local facilities. Assist in planning schedules for drivers' fitness exams and immunization schedules for LE staff. Performs other 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 12 years of education is required.
2. **EXPERIENCE:** Minimum three years experience in administrative support activities is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu is required.
4. **KNOWLEDGE:** Incumbent must have knowledge of medical terminology and host country medical structure. Must be proficient in MS Office, internet and Outlook. This may be tested. Strong interpersonal skills and a client-oriented disposition are required.
5. **ABILITIES & SKILLS:** Incumbent must have an ability to communicate with people, as a customer services provider, interact with patients and employees in a helpful and polite manner. Must be able to type 35 words per minute and this may be tested. Must have an ability to work under constant pressure and make decisions in emergency situations. Must be able to handle multiple tasks at same time. Ability to maintain patient confidentiality and strictly adhere to medical confidentiality parameters is required.

**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.
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 completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 11-205) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](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 EFMs (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: January 2, 2012**

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.