

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-206

OPEN TO: All Interested Candidates
POSITION: Auto Mechanic, FSN-4, FP-AA*
POSITION NO: K-52249

OPENING DATE: January 26, 2012
CLOSING DATE: February 08, 2012

WORK HOURS: Full-time; 48 hours/week
*Not-Ordinarily Resident: US\$ 24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.517, 374 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 Karachi is seeking an individual for the position of Auto Mechanic in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent is responsible to do major and minor overhaul and repair work of the motor pool vehicles. Performs diagnostics on all disabled vehicles; determines priorities of work; and assigns maintenance and repair tasks to appropriate source, either in-house or contracted out to the vendors. Uses hand tools and equipment of the automotive mechanic trade. Performs other related duties as assigned by the 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 5 years of education is required. Completion of vocational training or eighteen months apprenticeship (this apprenticeship will not get credit in required experience) recognized as producing journeyman mechanic skills is required.
- 2. EXPERIENCE:** One year of journeyman mechanic experience is required.
- 3. LANGUAGE:** Level I (Rudimentary) Speaking/Reading/Writing English and level III (good working knowledge) Speaking/Reading/Writing of Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must have full journeyman automotive mechanic trade knowledge. This may be tested.
- 5. ABILITIES & SKILLS:** Must have diagnostic skill, and have willing to work long hours to keep fleet in operation. Must have a valid local driving license (LTV).

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 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 envelope.

Applications can also be submitted by email at PakJobs@state.gov . While submitting through email, the Vacancy Announcement Number (e.g. 11-206) 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 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.

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: February 08, 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.