

U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

VACANCY ANNOUNCEMENT NUMBER: 11-207-A

OPEN TO: All Interested Candidates
POSITION: Information Resource Assistant
GRADE: FSN-8; FP-06*
POSITION NO: P-72189
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US \$44,737 p.a. (Starting salary)
(Position Grade: FP-06 to be confirmed by Washington)
*Ordinarily Resident: Rs.904,666 p.a. (Starting salary)
(Position Grade: FSN-8)

OPENING DATE: December 30, 2011
CLOSING DATE: January 19, 2012

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

The American Consulate in Peshawar is seeking an individual for the position of Information Resource Assistant in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

The Incumbent is responsible for disseminating information to high level contacts, conducting research and educational workshops throughout Khyber Pakhtunkhwa and the FATA (KP/FATA), undertaking outreach programming at the Lincoln Corner, and coordinating training for Lincoln Corner staff. The incumbent serves as the primary researcher for in-depth inquiries from target contacts. 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:** A Bachelor's Degree (minimum 14 years of education) in library science, information management, public relations, education, management, marketing or a related field is required.
- 2. EXPERIENCE:** Two years of professional work experience, in public relations, information/library science, educational counseling, or a related field is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English &, Urdu and level III (good working knowledge) Reading/Writing/Speaking of Pashtu is required. This may be tested.
- 4. KNOWLEDGE:** Thorough understanding of the higher education system is required.
- 5. ABILITIES & SKILLS:** Incumbent must have strong verbal communication and presentation skills in English, Urdu, and Pashto. Excellent English writing skills are required. This may be tested. Strong interpersonal skills, organizational abilities, and the high-degree of personal responsibility and integrity necessary to execute programs independently are required. Must be familiar with PowerPoint and proficient in Microsoft Office applications with minimum 30 WPM typing speed. This may be tested.

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 . The Vacancy Announcement Number (e.g. 11-207) 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.

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 19, 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.