

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

## VACANCY ANNOUNCEMENT NUMBER: 11-36

**OPEN TO:** All Interested Candidates  
**POSITION:** **Auto Mechanic**  
**GRADE:** FSN-4; FP-AA\*  
**POSITION NO:** L-52162  
**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)

**OPENING DATE:** April 4, 2011  
**CLOSING DATE:** April 17, 2011

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

The American Consulate General Lahore is seeking an individual for the position of Auto Mechanic in the General Services Office.

### **BASIC FUNCTION OF POSITION:**

Incumbent performs preventive maintenance and unscheduled repair on U.S. government owned vehicles. Reviews all vehicles, performs road tests, develops a preventive maintenance schedule and determines which spare parts should be stored. Supports vehicles in accordance with the Motor Vehicle Safety Management Program and local law. Trains motor pool and incidental drivers in checking of fluid levels, tire levels and other items required on the vehicle daily logs. May drive vehicles as required to support transportation need. Performs other related duties as assigned.

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

### **REQUIRED QUALIFICATIONS:**

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

**1. EDUCATION:** Completion of 8 years of education is required. Completion of vocational training or apprenticeship recognized as producing journeyman automotive mechanic skills is required.

**2. EXPERIENCE:** Minimum One year journeyman automotive mechanic experience is required.

**3. LANGUAGE:** Level II (limited knowledge) Speaking/Reading/Writing of English and level III (good working knowledge) Reading/Writing/Speaking in Urdu is required.

**4. KNOWLEDGE:** Incumbent must have full journeyman automotive mechanic trade knowledge.

**5. ABILITIES & SKILLS:** Incumbent must have team work and customer services skills. Must be able to operate automotive diagnostic equipment. Must have ability to use hand tool, power tools and other tools of the trade safely. Must possess a valid Pakistani HTV (heavy transport vehicle) driving license. Must be able to use a computer.

## **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 within 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 within 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 they are employed.
8. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.
9. 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](mailto:HROIslamabad@state.gov). While submitting through email, the Vacancy Announcement Number (e.g. 10-150) 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](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: April 17, 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.