

U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-106

OPEN TO: All Interested Candidates **OPENING DATE:** July 8, 2011
POSITION: Warehouse Supervisor, FSN-7; FP-07* **CLOSING DATE:** July 21, 2011
POSITION NO: L-52025
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: FSN-7, Rs.722,365 p.a. (Starting salary)
(Position Grade FSN-7)

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 a Warehouse Supervisor in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent directs supply program and warehouse operations at post to ensure the efficient use of available property, maintenance of all stock and property records as well as the proper storage and accountability of supplies. Responsible for the effective training, supervision and evaluation of Warehouse staff members. Supervises receipt, storage and issuance of expendable supplies and non-expendable property. Directly responsible for annual inventory reconciliation. Determines property lifecycles as well as oversees disposal of property in accordance with established standards and regulations. Performs other related duties as assigned.

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 Bachelor's Degree in science or arts is required (14 years of education).
- 2. EXPERIENCE:** Minimum two years of progressively responsible warehouse experience is required, out of which six months must be in a supervisory position.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must have a thorough knowledge of general office operations and warehouse procedures.
- 5. ABILITIES & SKILLS:** Must have strong computer skills, with experience in Microsoft Office programs including Excel and Outlook (this may be tested). Ability to organize, manage, and supervise the post supply program efficiently is required. Must be tactful and effective in dealings with American personnel related to household furnishings and equipment. Ability to deal effectively with the organization and orderly issuance and transfer of supplies is required. Ability to schedule complex work and projects such as annual inventories, issuance of complete sets of household furniture and equipment, etc is required. Must have demonstrated managerial skills. Must be capable of working independently under tight time constraints. Must have a valid Pakistani driver's 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-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 11-50) must be mentioned in the subject line.

Please don't attach any documents to 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 the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html. Only short-listed candidates will be contacted for their test/interview.

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: July 21, 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.