

U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE VACANCY ANNOUNCEMENT NUMBER: 11-109

OPEN TO: All Interested Candidates **OPENING DATE:** July 8, 2011
POSITION: **Work Control Clerk**, FSN-5, FP-09* **CLOSING DATE:** July 21, 2011
POSITION NO: New
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$31,963 p.a. (Starting salary)
(Position Grade: FP-09 to be confirmed by Washington)
*Ordinarily Resident: Rs.501,297 p.a. (Starting salary)
(Position Grade: FSN-5)

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

The U.S. Consulate in Peshawar is seeking an individual for the position of Work Control Clerk in the Facility Management Section.

BASIC FUNCTION OF POSITION:

Incumbent performs general clerical tasks including typing and data entry, filing and preparing correspondence for the Facilities management office. Updates web pass and 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 Secondary school (ten years of education) is required.
- 2. EXPERIENCE:** One years of clerical or related maintenance operations experience is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Writing English, Urdu and Pashto are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have knowledge of clerical operations and procedures. General knowledge of maintenance operations and terminology is required.
- 5. ABILITIES & SKILLS:** Must have an ability to operate standard office machinery; ability to use standard PC software for preparing correspondence, maintaining work request logs, etc. This may be tested. Ability to deal tactfully with all level of personnel or individuals requesting maintenance and repair services 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. 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.