

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-110

OPEN TO: All Interested Candidates
POSITION: Program Clerk, FSN-6; FP-8*
POSITION NO: I-15490
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
*Ordinarily Resident: Rs.562,582 p.a. (Starting salary)
(Position Grade: FSN-6)

OPENING DATE: July 14, 2011
CLOSING DATE: July 27, 2011

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

The U.S. Embassy in Islamabad is seeking an individual for the position of Program Clerk in the Narcotics Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent serves as an administrative aide, providing administrative support to the DOJ Resident Legal Advisor (RLA) and to DOJ Criminal Division programs at Post. Incumbent helps, plans and coordinates training programs, visits, and conferences. Responsible for establishing and maintaining contacts with host government officials, reviewing and generating reports. 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 twelve years of education is required.
- 2. EXPERIENCE:** Minimum three years of administrative experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (fluent) Speaking/Reading/Writing Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have understanding of Pakistani criminal justice process, and familiarity with Pakistani courts, law enforcement and prosecution services.
- 5. ABILITIES & SKILLS:** Must have strong communications skills, service oriented attitude, excellent interpersonal skills and poise. Strong writing skills in English required. Must be computer literate in MS Office with good 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. 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. 11-46) 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 27, 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.