

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-122

OPEN TO: In-House Candidates Only **OPENING DATE:** July 28, 2011
POSITION: **Economic Specialist**, FSN-10, FP-5* **CLOSING DATE:** August 10, 2011
POSITION NO: K-20178
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$ 56,323 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Ordinarily Resident: Rs.1,971,957 p.a. (Starting salary)
(Position Grade: FSN-10)

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

The U.S. Consulate General in Karachi is seeking an individual for the position of Economic Specialist in the Political/Economic Section.

BASIC FUNCTION OF POSITION:

The incumbent is required to monitor and analyze the performance of the economy in Sindh and Balochistan. Maintain contacts within sectors of the Sindh and Balochistan economies that are of particular interests to the U.S. Draft sport reports on significant economic events with minimum officer guidance and prepare analytic reports on key themes sectors. Provide guidance and information to U.S. companies seeking to do business in the Consular district.

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:** Must have a university degree (16 years of education) in economics, marketing, business administration or international relations are required.
- 2. EXPERIENCE:** Four years of experience in economic work or analysis is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking in English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Familiarity with Pakistan's economy and economic institutions is essential. Must be fully conversant with the use of personal computers for economic analyses. This may be tested.
- 5. ABILITIES & SKILLS:** Must be able to prepare analytical reports in good English, synthesizing written data with first-hand interviews. Should be capable of organizing and analyzing statistical data using computers when appropriate. Must be able to deal comfortably and effectively with foreign and Pakistani officials in all position and ranks. Should be able to work with a minimum of direction and assistance while exercising good judgment in selecting and completing self-initiated reports and analyses.

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. Post 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 they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment 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 email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

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. 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 shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of FS, GS, and military 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: August 10, 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.