

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-128

**OPEN TO:** In-House Candidates Only  
**POSITION:** **Dispatcher**, FSN-6; FP-8  
**POSITION NO:** N-52787  
**WORK HOURS:** Full-time; 48 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.665, 099 p.a. (Starting salary)  
(Position Grade: FSN-6)

**OPENING DATE:** August 2, 2011  
**CLOSING DATE:** August 15, 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 Dispatcher in the Motor Pool, General Services Office.

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

The incumbent of this position serves as dispatcher for the American Embassy Motor pool Section. Controls and schedules 150 motor pool vehicles and 70 drivers. Handles emailed, written and verbal transportation requests from Mission personnel of all agencies for official and unofficial use of motor pool vehicles. The incumbent validates and schedules the requests promptly in accordance with regulations to ensure proper usage and utilization of drivers and vehicles. Checks daily trip reports, vehicle log reports, and cleanliness of vehicles. Performs additional duties as assigned by GSO or Motor Pool 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 10 years of education is required.
- 2. EXPERIENCE:** Two years of dispatcher experience (including chauffeur experience) is required.
- 3. LANGUAGE:** Level III (good working knowledge) skill in speaking/reading/writing of English and Urdu is required.
- 4. KNOWLEDGE:** Incumbent must have a good knowledge of automotive vehicles operation and a general knowledge of automotive safety maintenance.
- 5. ABILITIES & SKILLS:** Incumbent must have the ability to organize trip and work schedules, and must be able to effectively negotiate conflicting requests by chauffeurs for changes in work schedule. S/he must possess strong customer service skills. Valid Pakistani HTV (heavy transport vehicle) driving license 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](mailto: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](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: August 15, 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.