

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-139

OPEN TO: All Interested Candidates
POSITION: Warehouseman, FSN-2; FP-CC*
POSITION NO: I-52598
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$20, 017 p.a. (Starting salary)
(Position Grade: FP-CC to be confirmed by Washington)
*Ordinarily Resident: Rs.312, 380 p.a. (Starting salary)
(Position Grade: FSN-2)

OPENING DATE: August 22, 2011
CLOSING DATE: September 04, 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 positions of Warehouseman in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent of this position performs escort duty, manual labor and semi-technical assembly of equipment in support of the tasks of the Property & Supply section, which is made up of three units: Warehouse, Inventory, and Receiving. Works alone or as a team member to perform manual tasks by using physical strength, equipment, or machinery. This position is directly supervised by respective store keepers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of elementary school (8th grade) is required.
- 2. EXPERIENCE:** One year working experience with moving, loading and unloading furniture or other heavy equipment is required.
- 3. LANGUAGE:** Level II (Limited Knowledge) Speaking/Reading/Writing English and Urdu are required.
- 4. KNOWLEDGE:** Must be able to distinguish between furniture and equipment, and heavy and fragile items. Must know proper space use and proper stacking of goods on shelves, in houses, on floors and in cages.

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 completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 10-45) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

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.

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 EFM (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: September 04, 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.