

# U.S. MISSION PAKISTAN, CONSULATE PESHAWAR

## VACANCY ANNOUNCEMENT NUMBER: 11-140

**OPEN TO:** All Interested Candidates  
**POSITION:** **Public Affairs Specialist**, FSN-10; FP-5\*  
**POSITION NO:** P-73251  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$52,601 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)

**OPENING DATE:** August 16, 2011  
**CLOSING DATE:** August 29, 2011

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 Public Affairs Specialist in the Public Affairs Section.

### **BASIC FUNCTION OF POSITION**

The incumbent is the Senior Public Affairs Specialist in Peshawar, responsible for managing a public diplomacy team at the Public Affairs Officer's (PAO) direction and serving as the senior advisor to the consulate's PAO and Principal Officer in designing and implementing a robust public diplomacy program in support of post's public diplomacy and strategic communications plans for the KP and the FATA Development Plan. Supervises the PAS team at the direction of, and reports directly to, the PAO.

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 Master's degree in political science, journalism, cultural affairs or a related field is required.
- 2. EXPERIENCE:** Minimum five years of progressively responsible experience in a related field, involved with the media, academic, and/or cultural programs is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English, Urdu and Pashto are required.
- 4. KNOWLEDGE:** Incumbent must have thorough knowledge of public relations techniques. An in-depth understanding of Pakistan, and especially the KP's socio-political structures including academia, media, the bureaucracy, the military, and Pashtun/Pakistani culture and traditions.
- 5. ABILITIES & SKILLS:** Ability to develop and maintain contacts at various levels in culture, government, media, political, military and educational circles. Excellent writing and interpersonal skills. Must be computer literate in MS Office, Internet, and Outlook etc.

**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 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](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 EFMs (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 29, 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.