

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI VACANCY ANNOUNCEMENT NUMBER: 11-142

**OPEN TO:** All Interested Candidates  
**POSITION:** **Political Assistant**, FSN-8, FP-6\*  
**POSITION NO:** K-10179  
**WORK HOURS:** Full-time; 40 hours/week

**OPENING DATE:** August 25, 2011  
**CLOSING DATE:** September 07, 2011

\*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)  
(Position Grade: FP-6 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.904,666 p.a. (Starting salary)  
(Position Grade: FSN-8)

**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 Political Assistant in the Political/Economic Section.

## **BASIC FUNCTION OF POSITION:**

The incumbent is required to keep the Consular General, Political Officers and other relevant Consulate, Embassy and U.S. Government officials abreast of political developments and trends in Karachi City, Baluchistan province and throughout Pakistan in general, as necessary.

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:** Bachelor of Arts (14 years of education) in political science, history, journalism, law is required.
- 2. EXPERIENCE:** Two years of professional experience in a field requiring knowledge of national and international political system and the ability to write correct, precise descriptive English prose is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking in English, Urdu and Balochi is required. This may be tested.
- 4. KNOWLEDGE:** Should have a thorough knowledge of the Pakistan, Balochistan political milieus to include relevant historical information, knowledge of the province's ethnic groups and political movements, parties and trends.
- 5. ABILITIES & SKILLS:** Must have the ability to work with little direct supervision and to carry out projects from inception to completion on their own initiative. Strong personnel interpersonal skills that allow the political specialist to development the contact and relationship necessary to follow events in Baluchistan are necessity for the position. The assistant must be able to make sophisticated political analyses and report them in a timely and easily understood manner. Computer skills and typing ability are vital parts of the job.

**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-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](mailto: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 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's (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 07, 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.