

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-145

OPEN TO: All Interested Candidates
POSITION: **Visa Assistant**
GRADE: FSN-7; FP-7*
POSITION NO: I-31247
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Ordinarily Resident: Rs.722, 365 p.a. (Starting salary)
(Position Grade: FSN-7)

OPENING DATE: September 14, 2011
CLOSING DATE: September 27, 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 Visa Assistant in the Consular Section.

BASIC FUNCTION OF POSITION:

The incumbent is one of five to six non-supervisory IV team members and is responsible for performing variety of customer service functions to ensure the efficient and lawful provisions of consular and visa service to the public. Integrity, problem resolution skills and excellent customer service skills are essential. The incumbent works with a Team Leader, Deputy Team Leader and an American Unit Chief.

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 ten years of education is required.
- 2. EXPERIENCE:** Three years of experience in office clerical work, involving contact with the public, is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Good working knowledge of internal operating procedures, IV FAM and other USG policies related to immigration to the USA, local customs and local law related to immigration visa.
- 5. ABILITIES & SKILLS:** Advanced keyboard, basic numerical and mechanical skills. Standard IT software skills are required. Highly developed oral communication skills are required to communicate case facts to supervisors, and for conveying information to customers. Written communication skills must be developed in order to draft routine correspondence and to complete specialized forms related to visa applications, visa interviews and data entry into consular databases.

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. 11-145) 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 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: September 27, 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.