

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-146

OPEN TO: In- House Candidates **OPENING DATE:** September 7, 2011
POSITION: SD Guard Shift Supervisor FSN-5, FP-09* **CLOSING DATE:** September 20, 2011
POSITION NO: L-56277
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$31,963 p.a. (Starting salary)
(Position Grade: FP-9 to be confirmed by Washington)
*Ordinarily Resident: Rs.591, 556 p.a. (Starting salary)
(Position Grade: FSN-5)

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 Lahore is seeking an individual for the position of SD Guard Shift Supervisor in Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent coordinates the operational plans of the SD team, including shift scheduling, route analysis and positioning of team members. Conduct advanced surveillance detection operations are directed by the SD Coordinator / A/RSO. Reviews reports from the SD Guards for completeness and accuracy and forwards to the SD Coordinator and A/RSO with his comments, if warranted. Follows up and reports on additional information from the police, in cases where police have interviewed subjects.

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:** One year of related (observation and/or detection investigation based and supervisory) experience is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing Urdu, English and Panjabi are required. This may be tested.
- 4. KNOWLEDGE:** Must fully understand the intent and operations of the SD program and be able to plan and evaluate the work of SD shift members. Must fully understand the supervisory process
- 5. ABILITIES & SKILLS:** Must have a valid driver license (Car/Jeep). Must be skilled in the use of technical / SD equipment. Must be able to work independently and adapt to changing circumstances without requesting guidance. Must have strong organizational, observation and supervisory skills.

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, 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. 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 20, 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.