

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-155**

OPEN TO: In-House Applicants Only
TITLE: Administrative Assistant
GRADE: FSN-7 (Rs. 722,365 p.a. to Rs. 1,321,165 P.A.)
LOCATION: ISLAMABAD

OPENING DATE: September 20, 2011
CLOSING DATE: October 3, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent serves as an Administrative Assistant reporting directly to the Office Director, Office of Acquisition and Assistance (OAA) and performs a range of acquisition functions from complete organization of the post-award file to contract/agreement closeout. The incumbent performs administrative functions as requested by the Office Director, OAA. The incumbent is responsible for creating and maintaining a variety of spreadsheets for OAA. These include but are not limited to: the active awards, implementing partners contact information, procurement plan, and workload data for OAA, etc. The incumbent will provide support to all staff in OAA as needed, such as ordering supplies, preparing travel vouchers, and tracking documents sent for clearance.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a university degree (fourteen years of education) in administration, business or related subjects is required.

EXPERIENCE: At least three years' experience as a secretary, administrative assistant, technician, or other support function that would demonstrate capability to succeed in this position.

LANGUAGE: Level IV (fluent) English language proficiency, as well as written and spoken Urdu proficiency, is required.

KNOWLEDGE: Business skills, English writing, math, general office management operations standards is required. Knowledge of acquisition policies and procedures, mission and agency regulations is desired.

ABILITIES & SKILLS: Keyboard data entry, demonstrated proficiency in commercial software packages such as Word, Excel, Access, and Power Point is required. Must have strong organization skills and ability to handle multi-task. Must have analytical skills and be able to do oral and written communication in English.

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 within **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 within **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 completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address 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 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: October 3, 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.