

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-157

OPEN TO: All Interested Candidates
POSITION: **Information Assistant** (Press & Publication)
GRADE: FSN-8; FP-06*
POSITION NO: I-73812
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: FSN-8, Rs.904, 666 p.a. (Starting salary)
(Position Grade FSN-8)

OPENING DATE: September 23, 2011
CLOSING DATE: October 06, 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 position of Information Assistant (Press & Publication) in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent, in consultation with the Information Officer and/or the Information Specialist, monitors, transcribes, translates and reports about Urdu-language current affairs programming of interest to the USG. Reviews material available through USG official sources and identifies/suggests USG policy material for translation and publication to support and promote U.S. policy goals. Writes for the in-house Urdu publication, "Khabar-o-Nazar," and feature stories for local Urdu-language publications. Translates into Urdu, edits, compiles, designs and administers printing and distribution of booklets, brochures and magazines, either using desk-top publishing software or by hiring contract printers to achieve wider and targeted distribution of policy statements and other related material. In consultation with the program officer, identifies and invites reporters and audiences and assists in making arrangements for press conference and interactive programs. To promote Public Affairs Section (PAS) public diplomacy goals and to support in an efficient interaction with the relevant Government of Pakistan organizations, maintains professional contacts with media and GOP counterparts and suggests professional interactions and outreach possibilities. This position requires evening work.

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:** University degree (16 years of education) in Journalism, International Relations, Political Science or a related field is required.
2. **EXPERIENCE:** Five years experience in the communication and publication field is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing of English and Urdu is required.
4. **KNOWLEDGE:** Extensive knowledge of the host country's media, political, economic, social and educational structure; knowledge of host country institutions, political parties, and key figures in the mass media, the professions, military, government, cultural, education, labor and business circles is required.
5. **ABILITIES & SKILLS:** Must know media and public relations techniques. Must be computer literate in MS Office with good typing speed. This may be tested.

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 e-mail submission only at HROIslamabad@state.gov, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

Please don't attach any documents to 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 the Embassy Web site 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: October 06, 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.