

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-158**

OPEN TO: All interested candidates
TITLE: Administrative Assistant
GRADE: FSN-7 (Rs. 722,365 p.a. to Rs. 1,321,165 P.A.)
LOCATION: PESHAWAR

OPENING DATE: September 28, 2011
CLOSING DATE: October 11, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent performs USAID Communication & Record (C&R) and general Administrative Assistant duties in the USAID/Peshawar Program Office. The Assistant is supervised by the Program Officer in Peshawar. The Peshawar Field Office is responsible for the design, management, and oversight of USAID activities implemented in the Khyber Pakhtun Khuwa (KPK) and the Federally Administered Tribal Areas (FATA). Within the Peshawar Field Office, the Program Office maintains responsibility for program budgeting, communications, monitoring and evaluation, and reporting functions. The Assistant will provide the full range of Communications and Records support to the Field Office, and provide secretarial and administrative support Program Officer, and to others in the Program Office.

QUALIFICATION REQUIRED:

EDUCATION: Completion of Higher Secondary School Certificate (twelve years of education) is required. In addition, completion of Secretarial or Administrative training is required.

EXPERIENCE: Minimum of three years of a progressively responsible Secretarial, Administrative Assistant, or substantive clerical experience is required. At least two years of this work experience with the GoP, a local/ international NGO, or other multilateral/bilateral organization is required.

LANGUAGE: Level 4 (fluent) English, Urdu and Pashto reading, writing and speaking is required. The Assistant must have excellent English and Urdu communication skills, both orally and in writing. The Assistant should be able to prepare correspondence and standardized reports, and to communicate in an effective manner with English speaking staff members.

KNOWLEDGE: A good working knowledge of the development sector and donor assistance in Pakistan and the region, and an awareness of development issues in Pakistan are expected. Knowledge and understanding of the nature and goals of the programs in the region is expected. A good understanding, or the ability to gain such understanding quickly, of the concepts, principles, and practices of documentation and communication & record procedures, and a good knowledge of correspondence formats is required. Familiarity with local practices, including secretarial and administrative practices, is required. A good working knowledge of GoP and of an organization's regulations, and knowledge of basic office procedures, is expected. The Assistant must have a general understanding of the programs and activities in the region, and the capability to maintain official files and records for the Program Office, and to advice on communication & records requirements for the Field Office.

ABILITIES & SKILLS: The Assistant must have a demonstrated ability to work collegially in a multi-cultural environment; the ability to effectively communicate and maintain necessary contacts with the GoP, donors, NGOs, and others to successfully carry out the work; excellent organizational skills, attention to detail, and the ability to perform under pressure; and, a strong desire to learn and to adjust to the demands of the job. The Assistant must be able to store and disseminate documents, organize and maintain documentation classification systems, and identify constraints and provide remedies in information flow. Good typing speed and proficiency in operating Microsoft Word, Excel, and/or other computer programs is required.

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 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 11, 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.