

# U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

## VACANCY ANNOUNCEMENT NUMBER: 11-160

**OPEN TO:** All Interested Candidates  
**POSITION:** GSO Clerk, FSN-4; FP-AA\*  
**POSITION NO:** P-52681  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US \$24, 518 p.a. (Starting salary)  
(Position Grade: FP-AA to be confirmed by Washington)  
\*Ordinarily Resident: Rs.439, 478 p.a. (Starting salary)  
(Position Grade: FSN-4)

**OPENING DATE:** October 11, 2011  
**CLOSING DATE:** October 24, 2011

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate in Peshawar is seeking an individual for the position of General Services Office Clerk in the General Services Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent performs Types correspondence, memoranda, duty roster schedule, and finance vouchers. Assists GSO staff in the preparation of overtime, reimbursement, and leave forms. Prepares request for travel orders, travel advances, and travel vouchers. Maintains office files. Serves as phone operator at the GSO compound. Prepares reports, timelines and schedules regarding the status of projects, including work orders and make readies. Performs other duties as assigned by the General Services Officer, General Services Officer Assistant and/or Management Officer.

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 office clerical experience is required.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking English and Level IV (Fluent) Urdu & Pashto are required. This may be tested.
- 4. KNOWLEDGE:** Elementary arithmetic skills, ability to use calculator, office correspondences, and basic bookkeeping skills
- 5. ABILITIES & SKILLS:** Incumbent must have good typing skills and must be able to multitask, work in a hectic environment and be able to plan work in order to meet deadlines.

**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](mailto:HROIslamabad@state.gov), the Vacancy Announcement Number (e.g. 11-15) 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](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: October 24, 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.