

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-165**

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

OPENING DATE: October 6, 2011
CLOSING DATE: October 19, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The incumbent serves primarily as an Administrative Assistant and will be assigned to provide administrative support to the USAID Provincial Mission in Lahore, Pakistan (USAID/Lahore). The position's basic functions consists of a full range of administrative and secretarial support services which includes reviewing office-originated correspondence for correctness and completeness as well as complying with deadlines; maintaining specific tracking systems for documents; and maintaining and updating selected office hard copy records and databases. The position is located in the Punjab provincial office of USAID/Pakistan located in the US Consulate in Lahore, Pakistan. The incumbent will directly report to the Deputy Director/Program Officer of the provincial office; however he/she will receive technical guidance from the Office's Executive Assistant.

QUALIFICATION REQUIRED:

EDUCATION: Completion of Secondary School plus 2 years of specialized training in secretarial or business studies (twelve years of education) is required.

EXPERIENCE: Minimum of two years of work experience as a secretary, administrative assistant or other support function that would demonstrate capability to succeed in this position. Experience in the service sector, the development assistance sector, with the government of Pakistan, local or international NGO, or other multilateral/bilateral organization will be preferred but is not required.

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

KNOWLEDGE: Above-average competency and knowledge of personal computer operations and Microsoft Office Suite and associated functionality of calendar scheduling, and Outlook email is required. Knowledge of administrative concepts and practices affecting subordinate section/units is required. An understanding of the social mores of the country, good knowledge and understanding of procedures and regulations pertaining to general management and administration, the communications and records program, and development programs and policies. Good working knowledge of organizations, operations and protocol requirements.

ABILITIES & SKILLS: Well-developed skills in work flow management, document preparation, office management, reporting requirements, correspondence filing and archiving, scheduling with calendar and telephone procedures. Keyboard data entry, demonstrated proficiency in commercial software packages such as Word, Excel, Access, and Power Point. Strong organization skills and ability to multitask, possess analytical skills, good oral and written communication in English is required. Demonstrated ability to work collegially in a multi-cultural environment, ability to effectively communicate and maintain necessary contacts with government, donor, NGOs and other officials to successfully carry out the work is required. Excellent organizational skills and ability to perform under pressure, strong desire to learn and adjust to the demands of the job is also 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 19, 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.