

# U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE VACANCY ANNOUNCEMENT NUMBER: 11-177

**OPEN TO:** All Interested Candidates **OPENING DATE:** November 16, 2011  
**POSITION:** **Supply Clerk**, FSN-5; FP-09\* **CLOSING DATE:** November 29, 2011  
**POSITION NO:** P-52142  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US \$31, 963 p.a. (Starting salary)  
(Position Grade: FP-09 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.501, 297 p.a. (Starting salary)  
(Position Grade: FSN-5)

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

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

## **BASIC FUNCTIONS OF POSITION:**

The incumbent of this position monitors expendable & non-expendable supplies on hand and reports status to GSO supervisor on monthly basis. Updates all records of expendable & non-expendable supplies. Conducts annual office and residence inventories with Embassy warehouse staff. Prepares property transfer reports each time an item is shifted within the Consulate facilities or residences. Issues expendable supplies and tracks stock levels. Performs other duties as assigned.

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:** Minimum one year of related clerical experience.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking English & Pashto and Level IV (Fluent) Reading/Writing/Speaking Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must have a general knowledge of Department of State and/ or associated agency supply procedures and instructions. Ability to acquire a more detailed knowledge of instructions pertaining to specific tasks to which assigned.
- 5. ABILITIES & SKILLS:** Must be tactful, yet effective, in dealing with customers. Computer skills, including Microsoft Office and typing.

**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.
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 completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). The Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](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: November 29, 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.