

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-59

OPEN TO: All Interested Candidates **OPENING DATE:** April 28, 2011
POSITION: **General Services Assistant**, FSN-9; FP-5* **CLOSING DATE:** May 11, 2011
POSITION NO: NAS-66
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$45,572 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Ordinarily Resident: Rs.1,136,135 p.a. (Starting salary)
(Position Grade: FSN-9)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST 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 General Services Assistant in the Narcotics Affairs Section (NAS) for its Quetta Office.

BASIC FUNCTION OF POSITION:

This position is located at Quetta, reporting to Narcotics Affairs Section (NAS), US Embassy, Islamabad. Incumbent reports to the Sr. Aviation Advisor and his/her Deputy. Incumbent serves as a focal person for coordination, execution and management of on-site matters related to aviation base camp Quetta. It provides positive leadership that will support safe, secure, timely and cost effective operations at the living compound and adjoining facilities. Takes the lead in managing client relationship. Incumbent performs administrative, logistics and local procurement functions. Develops, maintains and leverages relationship with the Government of Pakistan (GOP) counterpart agencies. Coordinates high level visits, arranges meetings and provides full logistic support to the delegations. Coordinates with NAS Islamabad and appropriate provincial authorities on the financial, procurement and administrative issues. Incumbent acts as a site manager and ensures all NAS facilities in Quetta are properly maintained and timely repairs are conducted. Acts as a team leader for a core group of LE Staff deployed at base camp Quetta. Performs other related duties as assigned by the supervisor.

A copy of 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 (14 years of education) in science, arts, commerce or business administration is required.
- 2. EXPERIENCE:** Minimum five years of progressively responsible experience in leadership positions, facilities management, general administration or civil works in military, public, or private sector organization is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking English, level III (good working knowledge) Reading/Writing/Speaking of Urdu is required. Must be able to translate one or more local languages into precise correct English is required. This may be tested.
- 4. KNOWLEDGE:** Must have working knowledge of the present structure of civil and military institutions involved in narcotics control, border security and smuggling. Must have awareness of GOP financial regulations and procedures.
- 5. ABILITIES & SKILLS:** Must have an ability to manage all NAS facilities in Quetta, develops and maintains effective contacts with all GOP facilities associated with base camp Quetta. Must be computer literate in MS office suits 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 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: May 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.