

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-78

OPEN TO: All Interested Candidates **OPENING DATE:** June 03, 2011
POSITION: Cultural Affairs Assistant (English Access) **CLOSING DATE:** June 16, 2011
GRADE: FSN-9; FP-5*
POSITION NO: K-71236
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$50,043 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 HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Cultural Affairs Assistant (English Access) in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

Incumbent works under the direction of the Public Affairs Officer, the Public Affairs English Access Coordinator oversees and guides the English Micro-scholarship grant programs and the Access projects to promote and improve the teaching of English for non-elite youth. Incumbent ensures that proposals for new programs meet Bureau of Educational and Cultural Affairs (ECA) standards, helps select and train teachers, and ensures smooth and timely execution of program grants.

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:** University degree (16 years of education) in English, Applied Linguistics, Teaching English as a Foreign Language (TEFL), or a closely related field is required.
- 2. EXPERIENCE:** Three years of experience in English language teaching and teacher training/development is required. Must be familiar with specific content areas of TEFL (Teaching English as Foreign Language) such as English for Specific Purposes, content-based instruction, curriculum development, testing and assessment, materials adaptation and project management.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required. Must be able to write in complete, coherent text from the paragraph level to full report level with minimal errors in English grammar, syntax, and spelling. Must demonstrate a functional vocabulary relevant to the position. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have broad knowledge of the TEFL field, including state-of-the-art techniques and communicative methodology. Broad knowledge of education in Pakistan at all levels; especially language education in both the public and private sectors is required. General knowledge about U.S. society and culture, and the American education system is required.
- 5. ABILITIES & SKILLS:** Must be able to function under minimal supervision. Ability to organize and coordinate professional development programs, establish and maintain professional contacts, and deal effectively with a variety of administrative tasks is required. Must have initiative, flexibility, and excellent interpersonal skills. Must be able and willing to travel throughout the region for programming and consultations. Must have strong computer skills (MS Office, Internet, and Outlook) with good typing speed. This may be tested. Comfort level and ability to effectively use social media and ability to draft reports and to correspond with other offices independently is required.

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 completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following 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 HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Please don't attach any document with 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 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 shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military 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: June 16, 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.