

# U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-81

**OPEN TO:** All Interested Candidates **OPENING DATE:** June 08, 2011  
**POSITION:** **Visa Assistant, FSN-7; FP-7\*** **CLOSING DATE:** June 21, 2011  
**POSITION NO:** I-31311  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.722, 365 p.a. (Starting salary)  
(Position Grade: FSN-7)

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

The U.S. Embassy in Islamabad is seeking an individual for the Visa Assistant (NIV) in the Consular Office.

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

The incumbent of this position performs a variety of customer service functions to ensure the efficient and lawful provision of consular and visa services to the public. Provides information through personal interview and by utilizing appropriate form letters in response to a variety of visa inquiries. Reviews completed applications and supporting documentation for completeness. Prints visas, prepares visa packets, maintains files and performs a variety of other visa assistant duties.

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 twelve years of education is required.
- 2. EXPERIENCE:** Two years of experience in office clerical work, involving contact with the public is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English, Level IV (Fluent) Speaking/Reading/Writing Urdu & Level II (Limited) Speaking/Reading/Writing of any of other regional language (Punjabi, Pashto, Dari, Sindhi, Farsi) etc) is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have a good working knowledge of Pakistani policies and local customs relating to international travel.
- 5. ABILITIES & SKILLS:** Exercise of tact and good judgment in dealing with the public. Ability to exercise good judgment in referring cases to higher staff members or American Officers. Proficiency in the use of computer is required. This may be tested. Ability to work under continuous pressure in a high stress environment is required. A record of integrity and consistent, acceptable performance 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 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 filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

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](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: June 21, 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.