

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-91

OPEN TO: All Interested Candidates

OPENING DATE: June 14, 2011

POSITION: **Mission Support Technician**, FSN-7, FP-7*

CLOSING DATE: June 27, 2011

POSITION NO: DHS-7, DHS-8 & DHS-10 (**Three Positions**)

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. Consulate General in Karachi is seeking individuals for the positions of Mission Support Technician in the Department of Homeland Security.

BASIC FUNCTION OF POSITION:

The incumbent will assist U.S. Customs and Border Protection (CBP) Officers in Washington, D.C. in processing and conducting examination of US bound maritime containers at Port Qasim, Karachi. The position consists primarily of acting as a liaison between CBP officials in Washington, D.C. and their counterparts within Pakistan Customs. It also includes a broad responsibility of trouble shooting of IT equipment with some office administration related activities. Performs other related duties as assigned by the supervisor.

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 (14 years of educations) in science or arts is required.
2. **EXPERIENCE:** Minimum two years of general administrative or technical field is required.
3. **LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking in English and level IV (fluent) Reading/Writing/Speaking Urdu is required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have good knowledge of the host country geography. Must have knowledge of Pakistani Government customs and entities related to the job.
5. **ABILITIES & SKILLS:** Must be skilled in multi tasking and paying close attention to the detail, skill in using common sense, diplomatic and practical approaches to problem solving; solid organizational skills along with sound written and verbal communication skills; basic report writing skills; excellent interpersonal skills in order to build and maintain work contacts; ability to work well in a team environment but also work independently; ability to work shift and weekend work on rotational basis; ability to lift fifty pounds in weight. Must have an ability to utilize the various databases and automated systems, planning and organizing work and prioritizing assignments, drafting and reviewing reports. 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. 11-50) 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: June 27, 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.