

U.S. MISSION, PAKISTAN– EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NO. 11-99

OPEN TO: All Interested Candidates

Opening Date: June 28, 2011

POSITION: Pakistan Media Monitor (Temporary One Year)

Closing Date: July 11, 2011

GRADE: FBN-8 (Rs.631,929 – Rs.1,084,586)

Location: Islamabad

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 temporary (one year) position of Pakistan Media Monitor in the Open Source Center.

BRIEF DESCRIPTION OF DUTIES:

Incumbent manages the collection of online, electronic, and print media reporting on Pakistan. Provides finished products and services of high quality to US Government customers in a timely manner. Analyze media to match OSC official requirements and changing media and political circumstances. Write timely analytic products on political, economic, and security issues based on media evidences and accrued observations. Translates accurately from Pashto and Urdu print, electronic, and Internet sources into English at an appropriate pace and volume. Performs other related duties as assigned by the supervisor.

QUALIFICATION REQUIRED:

EDUCATION: University degree (16 years of education) in Political Science, Journalism, Economics, History or English language is required.

EXPERIENCE: Minimum two years of experience working with media or related organizations is required.

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking English, Urdu and Pashto is required. This may be tested.

KNOWLEDGE: Incumbent must have strong knowledge of Pakistan's media and politics. Strong knowledge of Pakistan's history, geography, economic, cultural, military, and biographic environments is required. Good knowledge of Pakistani foreign policy and a strong interest in international affairs is required.

ABILITIES & SKILLS: Incumbent must have research and analytic writing skills. Familiarity with existing and emerging Internet technologies is required. Basic organizational skills and ability to handle multiple tasks with short deadlines and demonstrated excellent interpersonal skills are required. Incumbent must be a team player and be willing to work a rotating shift schedule, including some evenings, weekends, and holidays.

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. 11-15) 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 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.

LAST DATE FOR RECEIPT OF APPLICATIONS: July 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.