

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 12-18

OPEN TO: All Interested Candidates

POSITION: Information Assistant (Social Media/Webmaster)

GRADE: FSN-7, FP-7*

POSITION NO: K-73183

WORK HOURS: Full-time; 40 hours/week

*Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)

(Position Grade: FP-6 to be confirmed by Washington)

*Ordinarily Resident: Rs.722,365 p.a. (Starting salary)

(Position Grade: FSN-7)

OPENING DATE: February 03, 2012

CLOSING DATE: February 16, 2012

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 Information Assistant in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent serves as an information technology expert for the Public Affairs Section (PAS). The incumbent designs and maintains PAS Karachi's on-line presence, including the webpage, Facebook, Twitter, YouTube and other social media engagement. Is also responsible for collecting and editing PAS digital photographs and videos into useable electronic media products, devising content and marketing plans for these products and assisting the entire PAS team with other information technology and marketing work monitoring and reporting on media coverage of the U.S., U.S. foreign policy, and U.S. Mission activities.

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:** A Bachelors Degree (fourteen years of education) in information technology, computer science, public relations, journalism, marketing, graphic design management, multi-media, or human resources is required.
- 2. EXPERIENCE:** Three years of progressively responsible experience in public relations, management, marketing, graphic design, information technology, or media is required.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing of English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have a broad and strong knowledge of many information technologies, including basic webpage development, photo, audio, & video editing, & proficiency in MS Office with minimum 25 WPM speed. This may be tested. In-depth knowledge of social media networks & other info sharing sites, such as Facebook, Twitter, YouTube, & Flickr. Must be familiar with trends in new technologies. Must have a strong understanding of the media environment in Pakistan to engage target audiences, must understand the current socio-political environment & US society.
- 5. ABILITIES & SKILLS:** Must be able to analyze current trends in social media usage, identify target audiences and partners, and advise on social media strategy and marketing. Must have communication skills necessary to create content and engage target audiences. Must be able to self-learn new social media trends. Must be detail oriented, see through projects, and learn basic CMS website maintenance. Must be willing to work on a team and to operate in a very fast-paced office environment. Must be able to organize digital media.

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.
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 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 completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 12-18) must be mentioned in the subject line.

Please include all documentation regarding academic, professional and job related experience certificates/letters with your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for their test/interview. To review 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 the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US 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.

CLOSING DATE FOR THIS POSITION: February 16, 2012

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.