

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-186

OPEN TO: All Interested Candidates
POSITION: **Program Management Assistant,**
GRADE: FSN-8; FP-6*
POSITION NO: NAS-19
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: Rs.972,477 p.a. (Starting salary)
(Position Grade: FSN-8)

OPENING DATE: November 13, 2012
CLOSING DATE: November 26, 2012

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

The U.S. Embassy in Islamabad is seeking an individual for the position of Program Management Assistant in the International Narcotics Law Enforcement Pakistan (INL-P) Section.

BASIC FUNCTION OF POSITION:

The incumbent reports to the Financial Specialist and is responsible for the financial and programming aspects of the Crop Control Project in Khyber Pakhtoon Khawah and Tribal Areas. The incumbent analyses and reviews project papers related to the Crop Control Project. Incumbent plans and organizes the timely preparation of project implementation documents, including the scope of work and funding requirements, keeping in mind the project goals and objectives.

A copy of 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) in Arts or Science is required.
- 2. EXPERIENCE:** Two years of progressively responsible experience in program preparation and planning or in administrative or statistical reporting, including experience in the collection, organization, analysis and interpretation of data, and the presentation of findings in written or oral form, is required.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking of English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** The incumbent must have a thorough knowledge of the present structure of provincial and federal institutions, agencies, and organizations involved in narcotics. A basic knowledge of accounting concepts is required.
- 5. ABILITIES & SKILLS:** The incumbent must be able to develop and maintain effective contacts with GOP officials. The ability to obtain, evaluate and interpret factual data and to prepare precise, accurate, and complete reports is required. The ability to recognize significant developments and trends reflected in the collected data and bring it to the attention of the supervisor is required. The ability to set up and maintain official files and proficiency in MS Office Suite are 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.
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 completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov . The Vacancy Announcement Number (e.g. 12-186) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not include your documents with your application; you will be informed when documents are required. Only short listed candidates will be contacted for a test or interview. To view 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 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.

CLOSING DATE FOR THIS POSITION: November 26, 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.