

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD  
VACANCY ANNOUNCEMENT NO. 14-19**

**OPEN TO:** In-House Candidates Only  
**TITLE:** Administrative Assistant  
**Position No:** 80120-004  
**GRADE:** FSN-7 (Rs. 1,021,348 P.A. to Rs. 1,889,245 P.A.)  
**\*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

**OPENING DATE:** January 31, 2014  
**CLOSING DATE:** February 13, 2014  
**AGENCY:** USAID  
**LOCATION:** ISLAMABAD

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

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Administrative Assistant for the Office of Education in Islamabad.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent will be responsible for providing administrative and limited technical support to the USAID Education office consisting of nine staff members in Islamabad and five extended team members in the regional offices. The incumbent will provide oversight and services related to general administration, travel, project management assistance, and provide a high level of general administrative support to the Education Director and entire education team. S/he will also be responsible for coordinating and communicating with the extended education team based in Karachi, Lahore and Peshawar provincial offices.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of the University Degree (fourteen years of education) in management, logistics, administration, business or in related subjects is required.

**EXPERIENCE:** A minimum of five years of progressively responsible, professional-level experience in program planning, financial and policy analysis, management, logistics, administration, or a related field is required.

**LANGUAGE:** Level IV English (fluent proficiency) Reading/Writing/Speaking in English and Urdu is required. Language skills may be tested during the recruitment process.

**KNOWLEDGE:** The incumbent must possess knowledge of logistics, personnel, facilities, systems manager and other relevant administrative functions. The incumbent must be able to attain knowledge about policies and procedures governing Financial Management and Executive Office functions. Knowledge of basic Microsoft computer programs (Word, Excel, and PowerPoint) is required.

**ABILITIES & SKILLS:** The incumbent must have excellent management and organizational skills. Incumbent must have demonstrated evidence of initiative, prioritization, and ability to achieve success in situations with little institutional or managerial support/direction. Must have demonstrated ability to communicate effectively both orally and in writing is required. Initiative and flexibility in carrying out assigned tasks and strong interpersonal abilities are required. Ability to perform duties with minimal supervisory and administrative support is essential. Incumbent must have previous experience working with senior level contacts and protocol in government, the donor community, and the private sector. Ability to plan, organize and execute complex projects and to prepare precise and accurate factual and analytical reports is required.

**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 within **six months** from the effective date of the reassignment/promotion.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule
7. 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.
8. 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.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To review all advertised positions and access Form DS-174, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](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 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: February 13, 2014**

The U.S. Mission in Pakistan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.