

# U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 12-201

**OPEN TO:** In-House Candidates Only  
**POSITION:** Cashier  
**GRADE:** FSN-8; FP-6\*  
**POSITION NO:** N-53435  
**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:** December 27, 2012  
**CLOSING DATE:** January 08, 2013

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 Cashier position in the Financial Management Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent serves as Alternate Class B Cashier for American Embassy, Islamabad. In the absence of the Principal Class B Cashier, performs the full range of cashier duties and responsibilities including the collection and disbursing of cash. Processes the cashier's ECS batches for constituent posts using State Department cashiering/financial software and forwards to FSC Bangkok for cashier accountability. Serves as liaison between FSC Bangkok and the USDO Bank. Performs other related duties as assigned by the supervisors.

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:** Completion of university degree (14 years of education) in commerce, arts or science is required.
- 2. EXPERIENCE:** Two years of progressively responsible work in cashiering, technical accounting, or financial auditing is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing in English and Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must be able to attain expert knowledge of FAM, FAH and other relevant regulations concerning cashiering operations. Must be able to attain expert knowledge of supported agency requirements, handling cash instruments, and local banking laws and practices.
- 5. ABILITIES & SKILLS:** Incumbent must be able to assess cash flow and anticipate cash requirements with a high degree of expertise. Ability to organize and manage control systems involving thousands of disbursement and collection documents and operate the embassy cashier's office is required. Incumbent must have ability to analyze comprehensive transaction reports.

## **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](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 12-201) 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 attach any documents with your application at this stage. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, 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 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: January 08, 2013**

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.