

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-182

OPEN TO: All Interested Candidates
POSITION: **Supply Clerk**, FSN-5, FP-9*
POSITION NO: N-52262
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$31,963 p.a. (Starting salary)
(Position Grade: FP-9 to be confirmed by Washington)
*Ordinarily Resident: FSN-5, Rs.501,297 p.a. (Starting salary)
(Position Grade FSN-5)

OPENING DATE: November 17, 2011
CLOSING DATE: November 30, 2011

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 Supply Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent receives all expendable, non-expendable M&R and Auto parts supplies at receiving area. Maintains separate folders for each purchase document prepared by procurement section and files them sequentially. Stores and issues all expendable supplies. Maintains stock control program on all expendable inventory. Provides cost data required for maintenance records. Responsible for three store rooms including flammable material. Order replace supplies.

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 12 years of education is required.
- 2. EXPERIENCE:** Three years of office clerical and supply related experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (Fluent) Speaking/Reading/Writing in Urdu are required..
- 4. KNOWLEDGE:** Incumbent must have a basic understanding of property control procedures, supply procedures and principles. Knowledge of instructions pertaining to specific tasks to which assigned. Familiarity with procurement procedures would be helpful.
- 5. ABILITIES & SKILLS:** Must have good computer skills to run expendable stock control program. Math skills must be good enough to perform inventory requirement of this position.

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. Post 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 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 duly filled/completed [DS-174](#) (Application for Employment as LE Staff).

Applications will be accepted by email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please send all the documents regarding academic, professional and job related experience certificates/letters with 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 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 shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military 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 30, 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.