

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 11-183

**OPEN TO:** All Interested Candidates  
**POSITION:** Customs Expediter, FSN-6, FP-8\*  
**POSITION NO:** K-52142  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$ 35,753 p.a. (Starting salary)  
(Position Grade: FP-8 to be confirmed by Washington)  
\*Ordinarily Resident: FSN-6, Rs.562, 582 p.a. (Starting salary)  
(Position Grade FSN-6)

**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 Customs Expediter in the General Services Office.

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

Incumbent provides meet and assist services to the employees to and from Airport. Expedites the customs clearance of incoming and outgoing shipments. Prepares documents for all incoming & outgoing airfreight and unaccompanied air baggage shipments, applies & track exemption certificates in Ministry of Foreign Affairs, Camp office Karachi for all Air & sea shipment for Karachi. Visits the Customs Office to clear any problem in the delivery of shipment. Maintain and up-to-date records and track the shipments daily basis. Performs other duties as assigned.

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:** Minimum two years of clerical or experience in Customs, shipping and Travel 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 general knowledge of regulations which pertain to requesting customs Exemptions. An excellent knowledge of the host Government regulations on customs exception and importation and exportation permits is required.
5. **ABILITIES & SKILLS:** Must be computer literate in MS Office with good typing speed. Must be able to drive the vehicle and have a valid Pakistani driver's license for Motor Car/Jeep.

**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 [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). The Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line of the email.

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 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 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: 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.