

# U.S. MISSION, PAKISTAN – CONSULATE GENERAL LAHORE

## VACANCY ANNOUNCEMENT NUMBER: 11-198

OPEN TO: All Interested Candidates  
POSITION: **Human Resources Clerk**, FSN-6, FP-8\*  
POSITION NO: L-54121  
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: Rs.562,582 p.a. (Starting salary)  
(Position Grade: FSN-6)

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

The American Consulate General in Lahore is seeking an individual for the position of Human Resources Clerk in the Management Office.

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

The incumbent performs the variety of administration and clerical duties for the Human Resources Office. Establishes, maintains and update the personnel files for locally employed staff. Assists the HR Assistant in preparing TM messages, compiling awards and other routine HR related assignments. Respond the general Locally Employed Staff queries; handle medical claims, provident fund matters, scheduling the pre-employment interviews. Performs other related duties as assigned by the supervisor.

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 twelve years of education is required.
- 2. EXPERIENCE:** Minimum three years of clerical/management experience, out of which two years with Human Resources field is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must be able to demonstrate proficiency in utilizing the MS Suite, internet, and other database systems. Must be able to type at least 35 WPM. This may be tested.
- 5. ABILITIES & SKILLS:** Incumbent must have an ability to deal with people tactfully and be able to provide excellent customer services. Ability to work in a high volume office setting is 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](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 11-198) 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: December 21, 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.