

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-198

OPEN TO: In-House Candidates Only

POSITION: **Human Resources Clerk**, FSN-6; FP-8*

POSITION NO: I-54565

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.603,027 p.a. (Starting salary)
(Position Grade: FSN-6)

OPENING DATE: December 10, 2012

CLOSING DATE: December 23, 2012

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 position of Human Resources Clerk in the Human Resources Office.

BASIC FUNCTION OF POSITION:

The incumbent of this position works in the LE Staff Services Section performing routine clerical work on performance evaluations, health and life insurance matters. Incumbent performs filing of performance evaluation reports and other job related documents. Prepares memorandums for the Provident Fund office regarding enrolment of new employees and maintains records. Provides support to the other team members in LE Staff unit as and when required. Performs backup duties of Position N-54198 when required. Performs all other duties assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

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:** Two and a half years of administration experience in HR or a closely related field is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking of English and Level IV (fluent) Reading/Writing/Speaking of Urdu are required. Language skills may be tested.
4. **KNOWLEDGE:** A good working knowledge of pertinent HR regulations and procedures of State Department and associated agencies, particularly those regulations pertaining to the processing of personnel actions is required.
5. **ABILITIES & SKILLS:** Incumbent must be proficient in computers (MS Office Suite). Must be able to multi-task and set priorities. This may be tested. Maintain confidentiality and deal tactfully with customers and able to follow directions 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. The Vacancy Announcement Number (e.g. 12-198) 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 your 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.

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: December 23, 2012

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.