

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

## VACANCY ANNOUNCEMENT NUMBER: 12-89

**OPEN TO:** All Interested Candidates  
**POSITION:** **Customs Expediter**, FSN-7, FP-7\*  
**POSITION NO:** K-52506 & K-52507 (**Two Positions**)  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: FSN-7, Rs.722,365 p.a. (Starting salary)  
(Position Grade FSN-7)

**OPENING DATE:** May 23, 2012  
**CLOSING DATE:** June 5, 2012

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 individuals for the position of Customs Expediter in the General Services Office.

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

The incumbent performs all internal and external functions related to the customs clearance of incoming and outgoing transshipments of U.S. Embassy in Kabul and USAID, Afghanistan. Tracks transshipments and prepares status reports. Remains in contact with the U.S. Embassy Kabul/GSO Shipping and USAID officials in Afghanistan for shipping documents and provides them with the updated information of their shipments.

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 experience in a customs or shipping related field is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing in English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Must have a good working knowledge of all ports, customs, Import/Export, and other local government regulations and procedures.
- 5. ABILITIES & SKILLS:** Must have the ability to identify errors in the shipping documents and inter-personal skills.

**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. 12-89) 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: June 5, 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.