

U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE

VACANCY ANNOUNCEMENT NUMBER: 13-04

OPEN TO: All Interested Candidates
POSITION: **Financial Management Assistant**
GRADE: FSN-7, FP-7*
POSITION NO: P-53490
WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Ordinarily Resident: Rs.775, 592 p.a. (Starting salary)
(Position Grade: FSN-7)

OPENING DATE: January 11, 2013
CLOSING DATE: January 24, 2013

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

The U.S. Consulate in Peshawar is seeking an individual for the position of a Financial Management Assistant in the Management Office.

BASIC FUNCTION OF POSITION:

Incumbent serves as Financial Management Assistant to the Management Officer, providing proposals, draft policies and procedures, and other guidance on a range of budgetary and financial matters. Incumbent acts as a liaison between Post and Embassy Islamabad on fiscal issues.

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 university degree (14 years of education) in Accounting, Finance, Business, Arts or a closely related field is required.
- 2. EXPERIENCE:** Three years of progressively responsible experience in clerical accounting or bookkeeping is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing of English and Urdu and Level II (Limited Knowledge) Speaking/Reading/Writing of Pashto are required. Languages skills may be tested.
- 4. KNOWLEDGE:** Incumbent must have sound knowledge of regulations related to financial management. Must possess good working knowledge of local banking practices and procedures.
- 5. ABILITIES & SKILLS:** Proficiency in Microsoft Office Suite and 30 WPM minimum typing speed is required. Incumbent must be skilled in preparing budgets. These abilities and skills may be tested.

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. 13-04) must be mentioned in the subject line of the email.

Only short listed candidates will be contacted for their test/interview. Please do not include your documents with the applications at this stage. 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 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: January 24, 2013

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.