

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 13-09

OPEN TO: In-House Candidates Only
POSITION: Program Clerk, FSN-5, FP-9*
POSITION NO: K-56131

OPENING DATE: January 17, 2013
CLOSING DATE: January 23, 2013

WORK HOURS: Full-time; 40 hours/week
*Not-Ordinarily Resident: US\$ 31,963 p.a. (Starting salary)
(Position Grade: FP-9 to be confirmed by Washington)
*Ordinarily Resident: Rs. 536,839 p.a. (Starting salary)
(Position Grade: FSN-5)

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 Program Clerk in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent prepares memos, letters and other correspondence. Incumbent prepares and maintains the filing system for the office and updates the database and other worksheets. Performs other related clerical duties as assigned by the supervisors.

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:** Two years of clerical or administrative experience is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing of English and Level IV (fluent) Reading/Writing/Speaking of Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Must have comprehensive knowledge of computer data input equipment, processes and procedures. Good working knowledge of MS Office Suite is required.
- 5. ABILITIES & SKILLS:** Incumbent must have a valid Pakistani driving license for Motor Car/Jeep. Should be able to work independently and adapt to changing circumstances without requesting guidance.

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. 13-09) 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 any documents at this stage, you will be informed when your documents are required. 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 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: January 23, 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.