

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-120

OPEN TO: All Interested Candidates
POSITION: **Acquisition Technician**
GRADE: FSN-6; FP-08*
POSITION NO: LOC-37
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary)
(Position Grade: FP-08 to be confirmed by Washington)
*Ordinarily Resident: Rs.789,922 p.a. (Starting salary)
(Position Grade: FSN-6)

OPENING DATE: August 5, 2013
CLOSING DATE: August 18, 2013

Applicants who applied for Vacancy Announcement No. 13-67 do not need to re-apply.

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 Acquisition Technician in the Library of Congress Office.

BASIC FUNCTION OF POSITION:

The incumbent performs technical acquisitions function in the Acquisitions Section at the highest para-professional level. The incumbent is responsible for ensuring the regular flow of library materials through the different processing units including, but not limited to, processing of gift and exchange materials; the acquisition of identified resources through gift and exchange; and the preliminary description of resources in accordance with Library of Congress and international standards. The incumbent is required to search international bibliographic databases, the Internet and automated catalogs.

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:** A Bachelor's Degree (fourteen years of education) in library science, science, business or liberal arts is required.
2. **EXPERIENCE:** Three years of acquisition related experience in a library or a publishing environment is required.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing of English and Urdu are required. Language skills may be tested.
4. **KNOWLEDGE:** Incumbent must have in-depth knowledge of library terminology and reference tools (catalogs, bibliographic databases etc.). A good working knowledge of the local organizations, government, universities, publishers, and NGOs is required.
5. **ABILITIES & SKILLS:** Incumbent must be able to interpret elements of title page and volume number of serials for correct data entry and transcription. Incumbent must be skilled in using American Library Association (ALA) Romanization tables for several languages. Incumbent must be able to work with speed and accuracy while maintaining an attention to detail. Incumbent must have keen awareness to focus on errors and be able to work with acquisitions librarians and colleagues in the office to effect appropriate corrections. Must be proficient in computers e.g. MS Office, search skills as applied to bibliographic databases, library catalogs and the internet. Must be able to work independently, while recognizing the need to seek advice in non-routing problems. Incumbent must have good oral and written communication skills to communicate with vendors, participants and participant libraries.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically 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 been 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. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
8. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation 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. 13-120) 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 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: August 18, 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.