

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-25

OPEN TO: In-House Candidates Only **OPENING DATE:** February 7, 2013
POSITION: Admin Clerk, FSN-6; FP-08* **CLOSING DATE:** February 20, 2013
POSITION NO: OBO-41
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.603,027 p.a. (Starting salary)
(Position Grade: FSN-6)
LENGTH OF APPOINTMENT: Temporary, Project Based Up To Five Years

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 Admin Clerk in the Office of Overseas Buildings Operations (OBO) Section.

BASIC FUNCTION OF POSITION:

The incumbent provides a full range of clerical and administrative support to the local OBO Construction Management and Security Staff. The incumbent is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Incumbent manages the OBO filing system and incoming and outgoing office mail. Incumbent maintains a stock of office supplies and makes travel arrangements for the staff. Performs other related administrative duties as assigned by the supervisor.

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 experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking English and Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** Incumbent must have good working knowledge of general office operations. Must be able to operate standard office equipment.
- 5. ABILITIES & SKILLS:** Incumbent must complete tasks in a timely fashion. Excellent interpersonal and organizational skills are required. Must be proficient in computers (MS Office Suite, use of the Internet, etc). Ability to work under pressure and effectively in a construction environment 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. 13-25) 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: February 20, 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.