

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 13-52

OPEN TO: All Interested Candidates **OPENING DATE:** March 15, 2013
POSITION: **Lincoln Corners Coordinator**, FSN-9, FP-5* **CLOSING DATE:** March 28, 2013
POSITION NO: K-52195
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$50,043 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Ordinarily Resident: FSN-9, Rs.1,222,464 p.a. (Starting salary)
(Position Grade FSN-9)

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 Information Resource Center Assistant, who will work as a Lincoln Corners Coordinator in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent, under the general supervision and guidance of the Public Affairs Officer, is responsible for the development and overall operations of all Lincoln Corners within the Karachi Consular District. Incumbent assists with the planning and development of the American Center and, once it is fully functional, direct its management, reference, outreach and programming operations. Incumbent will assist with the planning and developments of the four Lincoln Corners planned in Sind and Baluchistan, and will provide ongoing training, guidance and support to the coordinators and partner leads in management, reference, outreach and programming once the corners are fully operational.

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, with a degree (16 years of education) in social sciences, library, information science, international relations, education, public relations or English, is required.

2. EXPERIENCE: Five years of professional experience in libraries, project management, and multi-site operations management is required. The required experience should include increasing levels of responsibility, including supervision of staff for at least three years.

3. LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing of English and Urdu are required. Language skills may be tested.

4. KNOWLEDGE: Incumbent must have a good knowledge of the information sector in Pakistan, including libraries, education, technology and media. Knowledge of strategic planning and program management, and a strong customer service orientation are required. Knowledge of complex, cross-cultural negotiation and management strategies with high level Americans and Pakistanis is required.

5. ABILITIES & SKILLS: Incumbent must have exceptional interpersonal skills. Ability to develop and maintain contacts among high level internal and external contacts including partner institutions (e.g., university vice chancellors, ministers) is required. Ability to manage complex multi-site, multi-function operations, and the ability to supervise, train and evaluate the performance of subordinates is required. Incumbent must have outstanding oral and written communication skills for correspondence and reporting. This 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. 13-52) 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: March 28, 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.