

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 12-121

**OPEN TO:** All Interested Candidates  
**POSITION:** Maintenance Mechanic / Utility Operator  
**GRADE:** FSN-4, FP-AA\*  
**POSITION NO:** K-52227  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary)  
(Position Grade: FP-AA to be confirmed by Washington)  
\*Ordinarily Resident: FSN-4, Rs.470,075 p.a. (Starting salary)  
(Position Grade FSN-4)

**OPENING DATE:** July 13, 2012  
**CLOSING DATE:** July 26, 2012

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 Maintenance Mechanic / Utility Operator in the Facility Maintenance Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent maintains equipment in an assigned area for preventative and corrective maintenance; this includes equipment operation and monitoring. Works with wetland plant compressors, pumps, chillers, de-ionized water units, electric generators, computerized automated control systems, and electric generation/distribution equipment. Performs routine water tests. Installs, maintains and repairs the water production and distribution systems/wastewater collection systems. Performs other related 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 ten years of education is required.
- 2. EXPERIENCE:** Three years of progressively responsible experience in operating plant equipments is required.
- 3. LANGUAGE:** Level II (Limited Knowledge) Speaking/Reading/Writing English and Level III (good working knowledge) Speaking/Reading/Writing in Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of general equipments used in plant room.
- 5. ABILITIES & SKILLS:** Incumbent must have an ability to safely use various hand, power, measuring tools, and test instrument. Must be able to analyze equipment problems, and take appropriate corrective action. Must be able to lift the weight up to 20 KG. The incumbent should be able to work independently. Must have basic computer skills. Must be able to read electrical and plumbing layouts. Must possess a valid Pakistani driver's license for Motor Car/Jeep.

**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. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
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-employment clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [PakJobs@state.gov](mailto:PakJobs@state.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-121) must be mentioned in the subject line.

**SUBMIT COMPLETED DS-174 TO:**

**Human Resources Office, U.S. Embassy Islamabad  
P.O. Box 1048, GPO, Islamabad.**

Please include all documentation regarding academic, professional and job related experience certificates/letters you're your application. Incomplete applications or submissions received after the closing date will not be considered. Only those candidates meeting all the requirements will be contacted for their test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](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 US 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: July 26, 2012**

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.