



**LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Language skills will be tested during the recruitment process.

**KNOWLEDGE:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of Acquisition Regulations, or knowledge and understanding of how to execute and administer a complex acquisition portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, a good knowledge and understanding of market and pricing methods is also required.

**ABILITIES & SKILLS:** The potential to acquire the ability to plan and administer acquisition activities, provide acquisition assistance and support for Agency programs and projects in a timely manner is required. The potential to gain the ability to apply contracting regulations, procedures and policies to individual acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the U. S. and Pakistan business community and with colleagues in Missions and/or host governments at all levels throughout Pakistan is required. Skills in the use of most elements (WORD, EXCEL, Power Point) of the Microsoft Business suite are required; skills in the use of other elements (ACCESS, PUBLISHER) are essential. Good analytical, negotiating and time management skills, along with strong proofreading skills and attention to detail are required. The ability to work calmly, tactfully and effectively under pressure is essential, as well as the ability to maintain strict confidentiality and high ethical standards throughout all phases of acquisition and assistance procurement.

#### **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 and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. 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 they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

#### **TO APPLY:**

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) in [Word](#) or [PDF](#) document. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only once either on the email: [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov) or on the below mailing address. When submitting an application via email, the vacancy announcement number and the title of the position must be mentioned in the subject line. If the application is submitted by postal mail, applicants should clearly mark the position title and the vacancy announcement number on the envelope and should mail it to the following mailing address:

**Human Resources Unit, Office of Executive Management, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete applications and/or application received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email/ mailing address given in the vacancy

announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see 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 U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: February 17, 2016**

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.