

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-109

OPEN TO: In-House Candidates Only
POSITION: **Administrative Assistant (CLO)**, FSN-7; FP-7*
POSITION NO: I-50509
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Ordinarily Resident: Rs.722,365 p.a. (Starting salary)
(Position Grade: FSN-7)

OPENING DATE: June 21, 2012
CLOSING DATE: July 04, 2012

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 a position of Administrative Assistant in the Human Resources Office.

BASIC FUNCTIONS OF POSITION:

The incumbent assists in welcoming and orientation, community liaison, events planning, information and resources management. Incumbent develops and administers a program plan across these areas, which are client driven and responsive to post-specific needs. Incumbent required to draft memos, short reports etc. Incumbent is responsible for research work involving, updating, proofreading and production of the mission weekly newsletter "Dispatch". Performs various 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 fourteen years of education in science, arts or commerce is required.
- 2. EXPERIENCE:** Two years as an Administrative Assistant or related field dealing with the public in tourism, public relations, office management or events planning is required.
- 3. LANGUAGE:** Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. Incumbent must have good knowledge of English grammar. Ability to switch between both languages to provide translation service to customers is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of general host country laws and practices. Must possess awareness of cultural differences within the mission and host country.
- 5. ABILITIES & SKILLS:** Incumbent must have ability to work autonomously, maintain confidentiality, and manage information efficiently. Incumbent should be proficient in MS Office suite. Incumbent must have skills to make people feel comfortable in unfamiliar surroundings. Must be able to draft letters and memos with writing and editing ability.

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 duly-filled/completed [DS-174](#) (Application for Employment as LE Staff) at Pakjobs@state.gov. Paper (hard copy) applications are not accepted. Vacancy Announcement Number (e.g. 12-109) must be mentioned in the subject line.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with your application at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for their test/interview. To see 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 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 04, 2012

U. S. Mission, Pakistan is an equal employment 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.