

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-110

OPEN TO: In-House Candidates Only
POSITION: Mail Supervisor (DPO), FSN-7; FP-7*
POSITION NO: N-55110
WORK HOURS: Full-time; 48 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.856,837 p.a. (Starting salary)
(Position Grade: FSN-7)

OPENING DATE: June 25, 2012
CLOSING DATE: July 08, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Islamabad is seeking an individual for the position of Mail Supervisor (DPO) in the Information Management Office.

BASIC FUNCTION OF POSITION:

Incumbent oversees three mail clerks and all administrative tasks involving postal operations. He/she directs the receipt and dispatches of US mail at the Diplomatic Post Office (DPO) as well as supervises all postal services provided to the DPO customers. Incumbent also coordinates mail movement with Military Post Office (MPO) officials, United States Postal Service (USPS) officials, airline officials, cargo managers, and Pakistan customs officials.

A copy of 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:** Four years of postal related experience is required, out of which one year should be in a supervisory level.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking of English and level IV (Fluent) Reading/Writing/Speaking of Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must have a thorough knowledge of DPO mail- handling instructions and procedures. Must have a good knowledge of the organization, functions, personnel, and practices of the agencies to which mail service is provided.
- 5. ABILITIES & SKILLS:** Must be able to use the postal related equipment e.g. hand-held scanner, mail scale in order to weigh mail items and compute mail rates. Must be able to track and report mail movement, including transportation delays and irregularities via the AMPS. Must have an ability to maintain filing and DPO record System, to include Insured and Certified mail. Must have basic computer and accounting skills. This may be tested. Must have ability to supervise effectively.

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. 12-110) must be mentioned in the subject line.

Incomplete and submissions after closing date will not be considered. Please do not attach any documents with your application at this stage. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site 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 08, 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.