

U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-111

OPEN TO: In-House Candidates Only **OPENING DATE:** June 26, 2012
POSITION: **Financial Specialist**, FSN-12; FP-3* **CLOSING DATE:** July 09, 2012
POSITION NO: N-53316
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$76,219 p.a. (Starting salary)
(Position Grade: FP-3 to be confirmed by Washington)
*Ordinarily Resident: FSN-12, Rs.3,211,456 p.a. (Starting salary)
(Position Grade FSN-12)

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 the position of Financial Specialist in the Financial Management Center.

BASIC FUNCTION OF POSITION:

The incumbent of this position is the senior Locally Employed Staff in the Financial Management Center (FMC) and supervises through three subordinate supervisors, 22 LE Staff positions. Incumbent has responsibility for budget formulation, financial planning and reporting, allotment accounting and voucher examining, cashier and payrolling for the embassy and associated agencies with the exception of AID. Incumbent provides management advice to the Financial Management Officers (FMO). Incumbent in the position has a skill set comparable to an American FMO and shares responsibility for the overall management of the FMC.

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 commerce is required.
- 2. EXPERIENCE:** Six years of experience within the Financial Management Center with progressive experience in all major facets of the operation.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing of English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have wide and comprehensive knowledge of State Department and other agencies. Must possess an extensive knowledge of the internal functions of the FMC as well as of the overall management functioning of the Embassy including other agencies. Must be able to identify and explain short-term and long-term implications of complex funding options. Requires a thorough knowledge of workings of Momentum and COAST proprietary accounting systems. Must have clear understanding of inter-agency and intra-bureau budgetary relationship with Washington, D.C. Must be conversant with budget planning and development techniques; cost accounting and human resources administration.
- 5. ABILITIES & SKILLS:** Ability to oversee a wide range of budget, accounting, vouchering and cashier operations and be able to give firm and quick guidance to on a multitude of day-to-day problems is required. Must be able to explain and negotiate complex ICASS arrangements, cost distribution and agreements with representatives of customer agencies. Must have the ability to manage the FMC in the absence of an American FMO. Proficiency in MS Office Suite is required.

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. 12-111) must be mentioned in the subject line of the email.

Please include all documentation regarding academic, professional and job related experience certificates/letters with 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 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: July 09, 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.