

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

## VACANCY ANNOUNCEMENT NUMBER: 12-112

**OPEN TO:** All Interested Candidates  
**POSITION:** **Administrative Assistant (HU)**, FSN-7, FP-7\*  
**POSITION NO:** K-54231  
**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: FSN-7, Rs.722,365 p.a. (Starting salary)  
(Position Grade FSN-7)

**OPENING DATE:** June 28, 2012  
**CLOSING DATE:** July 11, 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 an Administrative Assistant (HU) in the Health Unit.

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

The incumbent is required to perform all administrative functions in the Health Unit (HU), in order to give the medical staff the maximum time for patient care. Incumbent administers HU function, and to provide computer technologic and logistic support on related health projects. Administers Health Unit activities for Karachi which includes, assisting in surveying medical facilities, physicians and testing services available in the host country. Procurement of medical/lab supplies and equipment, liaison with host country medical facilities/administration to maintain contacts at all levels for access and quality medical service for the American community. Provides administrative assistance for medical evacuations overseas, and expedites hospitalizations at local facilities.

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 12 years of education is required. A certificate or diploma in computer applications and video editing is required.
- 2. EXPERIENCE:** Two years of medical-related administrative experience is required.
- 3. LANGUAGE:** Level IV (Fluent) Speaking/Reading/Writing in English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must have familiarity with medical terminology, knowledge and familiarity with host country medical structure. Must have knowledge of standard medical records filing systems.
- 5. ABILITIES & SKILLS:** Must have the ability to communicate with people as a customer service provider and interacts with patients and employees in a helpful and polite manner. Must have the ability to work under constant pressure and make decisions in emergency situations. Must be able to handle multiple tasks at the same time. Ability to maintain patient confidentiality and strictly adhere to medical confidentiality parameters is required. Strong interpersonal skills and client-oriented disposition is required. Must have 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.
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](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 12-112) 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](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 11, 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.