

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-116

OPEN TO: All Interested Applicants **OPENING DATE:** July 5, 2012
POSITION: **Program Management Assistant**, FSN-9; FP-5* **CLOSING DATE:** July 18, 2012
POSITION NO: NAS-58
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$45,572 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Ordinarily Resident: Rs.1,222,464 p.a. (Starting salary)
(Position Grade: FSN-9)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST 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 Project Management Assistant in the Narcotics Affairs Section (NAS).

BASIC FUNCTION OF POSITION:

The incumbent reports to the Finance and Program Support Specialist. Incumbent serves as lead program management assistant with primary responsibility in financial and program support aspects of high profile Border Security Roads, Bypass Roads, Elite Force and Levies outposts' projects. The new Bypass Roads and Elite Force projects add an additional amount of \$ 24.0 million and take the cumulative value of the project to \$ 52.0M. Incumbent will also act as work allocator for Project Management Assistant, for Crop Control and Area Development Project that is currently funded for \$ 4-6.0M annually. The incumbent also serves as Team Leader for three project management assistants in coordinating the implementation of the project activities.

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 Higher Secondary School (12 years of education) is required.
- 2. EXPERIENCE:** Five years of progressively responsible experience in project accounting/finance, project management, and report writing and auditing is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking of English and Urdu are required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have thorough knowledge of the present structure of provincial and federal institutions, agencies and organizations involved in narcotics control efforts. In-depth knowledge of accounting concepts is required. The incumbent should have a thorough knowledge to audit the accounts.
- 5. ABILITIES & SKILLS:** Incumbent must have ability to develop and maintain effective contacts with GOP official. Must be able to understand USG and GOP procurement and financial policies. Must be able to obtain, evaluate and interpret factual data and to prepare precise, accurate, and complete reports. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of the supervisor is required. Must be proficient in MS Office Suite. This may be tested.

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. 12-116) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not include your documents with your application; you will be informed when documents are required. 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 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 18, 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.