

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

## VACANCY ANNOUNCEMENT NUMBER: 12-132

**OPEN TO:** In-House Candidates Only **OPENING DATE:** September 11, 2012  
**POSITION:** **Cultural Affairs Assistant** (Student Outreach) **CLOSING DATE:** September 24, 2012  
**GRADE:** FSN-7, FP-7\*  
**POSITION NO:** N-75047  
**WORK HOURS:** Full-time; 40 hours/week  
\*Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.775,592 p.a. (Starting salary)  
(Position Grade: FSN-7)

**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 Lahore is seeking an individual for the position of Cultural Affairs Assistant (Student Outreach) in the Public Affairs Section.

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

The incumbent is responsible for post's outreach to universities and education groups, including creating related programming, establishing and maintaining related contacts, seeking out and advising on appropriate outreach opportunities. In addition, serves as back-up to Information Resource Center Assistant.

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:** University degree (16 years of education) in a field related to media, culture, history, education, library science, or liberal arts is required.
- 2. EXPERIENCE:** Three years of outreach and/or communications experience in an international organization, educational institution, cultural organization is required.
- 3. LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing English and Level IV (fluent) Speaking/Reading/Writing of Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of Pakistan's political, economic, social and educational structures, institutions, political parties, and cultural movements. Knowledge of key figures in State participant institutions and knowledge of Department of State cultural programs and techniques is required. Must have understanding of Post objectives as set forth in the Mission program plan; understanding of Post operational procedures. Must have basic computer knowledge.
- 5. ABILITIES & SKILLS:** Incumbent must have good organizational skills, communication skills (including good writing ability) interpersonal and data entry skills.

**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). Vacancy Announcement Number (e.g. 12-132) 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 attach any documents with DS-174 form at this stage, you will be advised when your 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](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: September 24, 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.