

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-153**

OPEN TO: All Interested Candidates
TITLE: Secretary
GRADE: GRADE: FSN-8 (Rs. 972,477 P.A. to Rs. 1,796,389 P.A.)
Position No: 80001-004

OPENING DATE: September 7, 2012
CLOSING DATE: September 20, 2012
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The incumbent serves as the executive assistant to the Office of the Director. Performs a variety of clerical, administrative and protocol services in a high-profile and politically sensitive USAID Mission country program. Deals with a large volume of all types of communications with host-government ministries, international donor organizations, diplomatic missions, private-sector entities, as well as USAID partner organizations including NGOs and other technical assistance contractors and recipients. Drawing from a well-developed and intimate knowledge of country program activities and USAID/USG players, partners and stakeholders, the incumbent develops guest lists, prepares and arranges timely delivery of formal invitations, and tracks confirmed acceptances and regrets. Incumbent extends personalized, telephonic invitations when necessary and appropriate. Incumbent plans and coordinates major engagements, VIP visits, large representational events, and other work-related functions, both large and small. Incumbent works as the key liaison with the O/EXO Procurement Assistant, property management staff and the Mission Director's residence staff on representational events, including menus, catering vendors, entertainment, seating arrangements, etc. The incumbent is responsible for the efficient management of the daily schedules of the Mission Director (DIR) and Deputy Directors (DDIRs) and their associated support resources needed to ensure that business appointments and representational commitments are efficiently and effectively fulfilled. Incumbent plans, coordinates and organizes in-country and international travel requirements (both official and personal) for the DIR and DDIRs, including the preparation of travel vouchers and payment processing.

QUALIFICATION REQUIRED:

EDUCATION: Bachelor's degree (14 years of education) in business, science, commerce, arts or relevant subject is required.

EXPERIENCE: Three years of progressively responsible experience as an office secretary, administrative assistant or office manager is required.

LANGUAGE: Level IV English (fluent) Reading/Writing/Speaking in English and Urdu is required. This may be tested.

KNOWLEDGE: Above-average competency and knowledge of personal computer operations and Microsoft Office Suite and associated functionality of calendar scheduling, and Outlook e-mail is required. The incumbent must have knowledge of administrative concepts and practices affecting subordinate section/units. Competent knowledge and perspectives to enable the incumbent to perform duties such as developing material for the Director and Deputy Directors to use in public speaking engagements. Should have an understanding of the social norms of the country, good knowledge and understanding of procedures and regulations pertaining to general management and administration, the communications and records program, and development programs and policies. Must have a good working knowledge of the operations and protocol requirements of government organizations. Must have expert knowledge of files maintenance.

ABILITIES & SKILLS: Well-developed skills are required in work flow management, advising and instructing administrative support staff in subordinate sections/units concerning matters of protocol, document preparation, office management, reporting requirements, correspondence filing and archiving, scheduling with calendar and telephone procedures. Must have the ability to analyze office procedures, determine needs, and organize data and procedures without instruction. Must be able to gather information and draft complex correspondence independently within scope of personal authority. Ability to use sound judgment to analyze information and take appropriate actions (phone calls, prioritizing work, etc.) is required. The incumbent uses courtesy, patience, adaptability, initiative, cooperativeness,

resourcefulness and good judgment in determining priorities and making decisions. Ability to work under pressure to meet deadlines is also required.

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 within **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 within **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 they are employed.
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 completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-153) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see 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: September 20, 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.