

# U.S. MISSION, PAKISTAN – PESHAWAR CONSULATE VACANCY ANNOUNCEMENT NUMBER: 12-49

**OPEN TO:** All Interested Candidates **OPENING DATE:** April 6, 2012  
**POSITION:** **Guard (Receptionist)**, FSN-4, FP-AA\* **CLOSING DATE:** April 19, 2012  
**POSITION NO:** P-56856, P-56117 & P-56119 (**Three Positions**)  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary)  
(Position Grade: FP-AA to be confirmed by Washington)  
\*Ordinarily Resident: Rs.439, 478 p.a. (Starting salary)  
(Position Grade: FSN-4)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST BE HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Peshawar is seeking individuals for the positions of Guard (Receptionist) in the Regional Security Office.

## **BASIC FUNCTION OF POSITION:**

Incumbent provides receptionist services, to include after hours telephone answering, pedestrian and vehicle access control, and management of radio systems to the Consulate compound. Performs other related duties as assigned by the supervisor.

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 ten years of education is required
- 2. EXPERIENCE:** One year clerical experience is required.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking of English, Urdu and Pashto is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of access control and general office operations.
- 5. ABILITIES & SKILLS:** Must be able to operate telephone, radio and x-ray mechanic. Basic computer skills (MS Office Suite) with 25 WPM typing speed are required. 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 duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address and should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-49) must be mentioned in the subject line.

**SUBMIT COMPLETED DS-174 TO:**

**Human Resources Office, U.S. Embassy Islamabad**

**P.O. Box 1048, GPO, Islamabad.**

Please send all the documents regarding academic, professional and job related experience certificates/letters with your application. Incomplete and submissions after closing date 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](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: April 19, 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.