

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-61

OPEN TO: In-House Candidate Only
POSITION: Accounting Technician
GRADE: FSN-7; FP-07*
POSITION NO: LC-17
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)
(Position Grade: FP-07 to be confirmed by Washington)
*Ordinarily Resident: Rs.722,365 p.a. (Starting salary)
(Position Grade: FSN-7)

OPENING DATE: April 20, 2012
CLOSING DATE: May 03, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE 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 Accounting Technician in the Library of Congress Office.

BASIC FUNCTION OF POSITION

The position is located at the Library of Congress Office. The incumbent reports to the Budget Analyst and serves as primary backup to that position. Incumbent provides administrative and accounting supporting including but not limited to vouchering and procurement following US government procedures and Library of Congress regulations. Assists with both appropriated funds and the Cooperative Acquisitions Program (CAP) revolving fund accounts. Takes the lead in maintaining positive customer relations with nearly fifty university libraries by providing thorough analysis of materials and service costs. Day-to-day responsibilities include account management, payment invoicing, answering shipping questions, and general information regarding CAP program.

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 (14 years of education) in commerce, accounting, bookkeeping, or business management is required.
2. **EXPERIENCE:** Two years of financial work (bookkeeping, accounting, ordering, invoicing) that includes experience with automated systems and spreadsheets is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu is required. This may be tested.
4. **KNOWLEDGE:** Incumbent must have good knowledge of accounting and budgeting procedures and terminology. Thorough knowledge of Revolving Fund policies, procedures, and policies; LC overseas acquisitions database (Integrated Ordering Distribution and Accounting (IODA)) is required. Standard knowledge of accounting software systems is required. Must be able to related accounting knowledge to LC accounting systems.
5. **ABILITIES & SKILLS:** Must possess excellent analytical skills to answer customer questions that require ability to summarize technical information both orally and in writing. Must be able to enter data and work with spreadsheets. Good organizational skills, attention to detail, and ability to perform under pressure are required. Strong desire to learn and adjust to demands of the job is required.

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-XX) 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.

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: May 03, 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.