

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 12-86

OPEN TO: All Interested Candidates
POSITION: **Information Assistant, FSN-8, FP-6***
POSITION NO: N-73116
WORK HOURS: Full-time; 40 hours/week
OPENING DATE: May 18, 2012
CLOSING DATE: May 31, 2012

*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)
(Position Grade: FP-6 to be confirmed by Washington)
*Ordinarily Resident: Rs.904,666 p.a. (Starting salary)
(Position Grade: FSN-8)

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 Karachi is seeking an individual for the position of Information Assistant in the Public Affairs Section.

BASIC FUNCTION OF POSITION:

Incumbent serves as Information Assistant monitoring and reporting on media coverage of the U. S. Foreign Policy, and U.S. Mission activities. Incumbent organizes press conferences and interviews, and drafts press releases and other items for placement in the Pakistani media. Incumbent develops and maintains relationships with key editors and reporters based in Sindh and Baluchistan provinces.

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:** A Bachelors Degree (fourteen years of education) in journalism, international relations, political science, social sciences (languages, English, art and literature, etc), or economics is required.

2. **EXPERIENCE:** Three years of experience in public relations, broadcast or print media with significant professional writing and editing experience is required.

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

4. **KNOWLEDGE:** Incumbent must have in-depth knowledge of media writing, editing and production. Knowledge of media, print and broadcast in Karachi, interior Sindh and Baluchistan Provinces is required.

5. **ABILITIES & SKILLS:** Must know media and public relations techniques. Command of written and spoken language English and Urdu, and ability to compose articles, reports and scripts in English and Urdu is required. Must be proficient in MS Office Suite with typing speed of 25 words per minute. 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 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 completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 12-86) must be mentioned in the subject line.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with your application at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for their 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 US 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: May 31, 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.