

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-88

OPEN TO: All Interested Applicants
POSITION: **Computer Management Assistant**
GRADE: FSN-9, FP-05*
POSITION NO: I-50534
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$50,043 p.a. (Starting salary)
(Position Grade: FP-05 to be confirmed by Washington)
*Ordinarily Resident: Rs.1,136,135 p.a. (Starting salary)
(Position Grade: FSN-9)

OPENING DATE: May 22, 2012
CLOSING DATE: June 4, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST 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 Computer Management Assistants in the Information Systems Center.

BASIC FUNCTION OF POSITION

The incumbent is responsible for installation, management, and operation of authorized computer systems and other automated programs, and responsible for the Help Desk and user support serviced by the Embassy Islamabad's Information Systems Center (ISC). This includes State Department's Wide Area Network (WAN), Open Net Plus, Department's Internet Network (DIN) and all associated Automated Data Processing (ADP) equipment. Support is provided to State Department sections and other agencies under auspices of the Interagency Cooperative Administrative Support Services (ICASS) program. The incumbent is responsible for planning and taking appropriate action to ensure the efficient management of the computer systems and programs used to support the Mission. The incumbent is responsible for providing maintenance of current computer systems. He/she should also be alert to new, state-of-the-art software and equipment that can enhance operational efficiency in order to provide suggestions and advice on ways to improve efficiency.

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 twelve year of education is required.
- 2. EXPERIENCE:** Five years of progressively responsible experience in the computer and networking field, media work, education or business where computers are used is required.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing of English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must have an expert knowledge of systems analysis and design techniques; computer equipment operations management; hardware and software technology. Must possess comprehensive knowledge of programs, projects, and organizations supported by Information Resources Management (IRM) to ensure adequacy of support, to analyze opportunities to increase support, and to resolve operational problems of supported organizations.
- 5. ABILITIES & SKILLS:** The ability to work independently and be resourceful is essential in finding solutions to ADP problems and setting planning objectives. Good interpersonal skills are required to resolve priority issues, system limitations, downtime; etc with key officials is required. Must possess the ability to discuss complex concepts with managers, clients, vendors, and other personnel and to relate requirements to computer system capabilities. Must have an ability to effectively deal with competing user requirements and to negotiate acceptable solutions. Ability to conceptualize objectives of assignments and to translate objectives into concrete plans is required. Ability to present

issues persuasively before top management relative to system requirements to obtain needed support; and ability to advise prospective clients diplomatically of system limitations or other priorities and to work out alternatives 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 duly-filled/completed [DS-174](#) (Application for Employment as LE Staff) at Pakjobs@state.gov. Paper (hard copy) applications are not accepted. Vacancy Announcement Number (e.g. 12-88) must be mentioned in the subject line.

Please do not attach any documents 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 the Embassy Web site 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: June 4, 2012

U. S. Mission, Pakistan is an equal employment 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.