

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-99

OPEN TO: In-House Candidates Only **OPENING DATE:** June 7, 2012
POSITION: Assistant Motor Pool Supervisor, FSN-7; FP-7* **CLOSING DATE:** June 20, 2012
POSITION NO: I-52499
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$39,994 p.a. (Starting salary)
(Position Grade: FP-7 to be confirmed by Washington)
*Ordinarily Resident: Rs.856,365 p.a. (Starting salary)
(Position Grade: FSN-7)

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 a position of Assistant Motor Pool Supervisor in the General Services Office.

BASIC FUNCTIONS OF POSITION:

The incumbent serves as Assistant Motor Pool Supervisor. Assists Motor Pool Supervisor in all Motor Pool Operations, which include but not limited to supervise Motor Pool LE Staff employees assigned to the Motor Pool, Gas Station and Auto shop. Responsible for the maintenance of vehicle fleet and coordinates in between chauffeurs dispatchers, auto shop and gas station staff. Performs other related duties as assigned by the supervisors.

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 years of education is required.
- 2. EXPERIENCE:** Two years of administrative experience related to motor pool operations and two years experience in a supervisory position is required.
- 3. LANGUAGE:** Level III (good working knowledge) Reading/Writing/Speaking of English and Level IV (fluent) Reading/Writing/Speaking of Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Incumbent must have good knowledge of motor pool operations, dispatching, scheduling, and personnel management.
- 5. ABILITIES & SKILLS:** Must have good supervisory and organizational skills. Incumbent must be team oriented and have excellent interpersonal skills. Must be able to translate technical automotive terms from English to Urdu. Must have valid Pakistani HTV (Heavy Transport Vehicle) driving license. Must have basic computer knowledge of MS Office Suite. 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-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-XX) 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 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 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: June 20, 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.