

ANNOUNCEMENT NUMBER: 16-48
POSITION TITLE: MAIL CLERK, FSN-05/FP-09

The U.S. Embassy Dushanbe is seeking an individual for a position of Mail Clerk. Mail Clerk provides diplomatic unclassified mail services to all U.S. Government sections and agencies within American Embassy, Dushanbe, Tajikistan. The incumbent acts as supplementary back-up for Telephone Operator. In this area, this individual performs all the functions of a Telephone Operator.

QUALIFICATIONS REQUIRED:

- 1. EDUCATION:** Completion of secondary school is required.
- 2. EXPERIENCE:** One year of general office clerical work experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) in written and spoken English, Russian and/or Tajik is required. **THIS WILL BE TESTED.**
- 4. SKILLS AND ABILITIES:** Must be able to work unusual work hours, to include "shift" work.
- 5. SKILLS AND ABILITIES:** Individual must possess a category 'B' driver's license for the operation of the mail delivery vehicle.
- 6. SKILLS AND ABILITIES:** Individual must be skilled in using a tactful and diplomatic manner when dealing with all levels of U.S. Government and Foreign Service National personnel.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. [Universal Application for Employment Form DS-174](#), available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

Human Resources Office
Mailing Address: #109 'A' Ismoil Somoni Ave., U.S. Embassy Dushanbe
FAX Number: N/A
E-mail Address: Dushanbe_Jobs@state.gov

The deadline for application is November 18, 2016

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.