

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 11-124

OPEN TO: All Interested Candidates **OPENING DATE:** August 1, 2011
POSITION: **Automotive Electrician & A/C Mechanic** **CLOSING DATE:** August 14, 2011
GRADE: FSN-4; FP-AA
POSITION NO: I-52365
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.517,374 p.a. (Starting salary)

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 seeking an individual for the position of Automotive Electrician & A/C Mechanic in the Motor Pool, General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent performs full journeyman level repair work for electrical and air-conditioning systems and automatic transmissions of all government owned vehicles in the Motor Pool fleet. Performs other related duties as assigned by the supervisor.

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 five years of education is required.
- 2. EXPERIENCE:** Minimum three year of journeyman level automotive electrician & air conditioning experience is required.
- 3. LANGUAGE:** Level I (Rudimentary Knowledge) Speaking/Reading/Writing English & Level II (limited knowledge) Speaking/Reading/Writing Urdu is required.
- 4. KNOWLEDGE:** Must have full journeyman automotive electrician and air conditioning trade knowledge. Must have thorough knowledge of auto electrical diagnostic testers and other tools and equipment of the trade.
- 5. ABILITIES & SKILLS:** Must have an ability to disassemble and reassemble correctly automotive air-conditioning and electrical parts. This may be tested. Must possess a valid Pakistani LTV (light transport vehicles) driving license.

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. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
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 completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (11-43) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

Human Resources Office, U.S. Embassy Islamabad

P.O. Box 1048, GPO, Islamabad.

Please don't attach any document 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 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: August 14, 2011

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.