

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT**

OPEN TO: All interested candidates **DATE:** 06/11/2010
TITLE: Administrative Assistant – Security **AGENCY:** USAID
Position Number 83065-036
GRADE: FSN-7 (Rs. 593,588 p.a. to Rs. 1,076,495 p.a.) **LOCATION:** ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The position is located in the Office of Safety and Security, USAID/Pakistan. The incumbent serves as Administrative Assistant and is responsible to provide all the basic administrative support functions to the team members, Office of Safety and Security.

QUALIFICATION REQUIRED:

EDUCATION: A minimum of a bachelor degree from an accredited institution in Management, Computer Science, Social Sciences, or a related field is required.

EXPERIENCE: A minimum of 5 years in progressively responsible positions in any of the following technical areas: Secretary/ administrative assistance. At least 3 years working with the government of Pakistan, a local / international NGO, or other multilateral/bilateral organization. Experience with security, police, or military organization and organizational reporting is preferred but not required.

LANGUAGE: Level IV (fluent) English and Level IV (fluent) Urdu language proficiency, speaking and writing, is required.

KNOWLEDGE: Knowledge of development sector and assistance in Pakistan is essential. Basic awareness of development issues in Pakistan. Greater understanding of Safety and Security issues will be an advantage. Specialist understanding of various office management procedures and knowledge of basic functioning of internet and hosting of websites is essential.

ABILITIES & SKILLS: The incumbent should have demonstrated ability to work collegially in a multicultural environment; ability to effectively communicate and maintain necessary contacts with government, donor, NGOs and other officials to successfully carry out the work; excellent organizational skills and ability to perform under pressure and strong desire to learn and adjust to the demands of the job.

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. Post 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.

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5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **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 within **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.

TO APPLY:

Interested applicants for this position must submit duly filled DS-174 Form (Application for Employment as Locally Employed Staff) to the following mailing address:

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Or

**ProLink Consulting (Pvt) Limited
F – 61/5, Block 4, KDA Scheme 5, Clifton**

Interested candidates should clearly mark the position title they are applying for on the envelop. Incomplete and late submissions will not be considered. Only shortlisted candidates will be contacted for the test or interview. To see all open advertised positions and access the DS-174 form, please visit the 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 shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military 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: July 24, 2010

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.