U.S. MISSION, PAKISTAN VACANCYANNOUNCEMENT NUMBER: Islamabad-2018-111

U.S. Mission Pakistan

Announcement Number: Islamabad-2018-111

Position Title: Administrative Assistant (FBI-02)

Opening Period: (June 08, 2018) – (June 26, 2018)

Grade: FSN-8, FS is FP-06

Salary: FSN-8, Rs.1,340,879 p.a. (Starting salary)

FP-06, US\$ 47,170 p.a. (Starting salary).

* Actual FS salary determined by Washington D.C.

For More Info: Human Resources Office, Islamabad

Who May Apply: All Interested Applicants/All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: Indefinite subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of Overseas Employees</u> before you apply.

Summary: The U.S. Mission in Islamabad, Pakistan is seeking eligible and qualified applicants for the position of Administrative Assistant.

The work schedule for this position is: Full Time (number of hours per week – 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time from receipt of agency authorization and/or clearances/certifications, or their candidacy may end.

Supervisory Position: No

Duties: Incumbent serves as the Legal Attaché Office's point of contact to Pakistani law enforcement and intelligence agencies in such matters as meeting and information requests. Regular and continued engagement with Pakistani law enforcement officials in the law enforcement community. Reports directly to the Legal Attaché and provides both written and verbal translation support and overall guidance on cultural and bureaucratic idiosyncrasies as they relate to the furtherance of Legal Attaché's liaison and investigative goals. Assists Administrative Specialist in administrative work and supports in acquiring required information from Pakistani agencies in furtherance of Legal Attaché's facilitated trainings both within Pakistan and abroad. Responsible for ensuring all official vehicles are properly and regularly maintained according to schedule. Also orderly maintains vehicle maintenance records for each vehicle. Performs other related duties as assigned by the supervisor.

Qualifications and Evaluations

Education: Completion of a bachelor's degree (14 years of education) in arts, science, or commerce is required OR completion of twelve years of education and two years of investigative and security experience may be substituted for two years of education of bachelor's degree.

Requirements:

EXPERIENCE: Minimum three years investigative and security experience with U.S. Government or host country law enforcement organization or local private security organization is required.

JOB KNOWLEDGE: Incumbent will be required to become familiar with the day-to-day process of exchanging information among law enforcement agencies in Pakistan and the United States. A working knowledge of host country and United States of America criminal justice systems with respect to all types of criminal investigations is required. A thorough knowledge of local political, social, and cultural customs and practice is required. Incumbent should be familiar with criminal and civil laws, rules of criminal procedures, and rules of evidence.

Evaluations:

LANGUAGE: Level IV (fluent) Reading/Writing/Speaking of English and Urdu is required. English language skills will be tested.

SKILLS AND ABILITIES: Incumbent must be able to familiarize himself/herself with various subjects so as to render accurate, clear translations that capture the meaning and intent of original documents and discussions. Must be able to maintain extensive contacts with officials within the host country and American Embassy. An ability to continually demonstrate initiative and resourcefulness in obtaining information and evidence. Proficiency in in MS Office Suite is required. Must be able to safely operate vehicles in all environments and terrain. Must have valid Pakistani driver's license for Light Transport Vehicle (LTV). Applicants must show proof that they have a minimum of five years of licensed driving experience.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

ADDITIONAL SELECTION CRITERIA:

- 1) Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
- 2) Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3) Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4) The candidate must be able to obtain and hold the local security certification.
- 5) Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
- 6) Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
- 7) 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.
- 8) U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit Universal Application for Employment (UAE) (Form DS-174), which is available on our website (https://pk.usembassy.gov/embassy-consulates/jobs/current-vacancies/). Failure to do so may result in a determination that the applicant is not qualified.

WHERE TO APPLY:

Current employees of the Mission must submit their completed **DS-174** (Application for Employment as LE Staff or Family Member) by e-mail at PakJobsInt@state.gov. The Vacancy Announcement Number (e.g. 2018-XX) must be mentioned in the subject line of the email.

External candidates must submit their completed **DS-174** (<u>Application for Employment as LE Staff or Family Member</u>) by e-mail at <u>PakJobs@state.gov</u>. The Vacancy Announcement Number (e.g. 2018-XX) must be mentioned in the subject line of the email.

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email or phone.

Thank you for your application and your interest in working at the U.S. Mission in Islamabad, Pakistan.