

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. AID-16-22**

OPEN TO: In-House Candidates Only **OPENING DATE:** September 2, 2016
TITLE: Secretary **CLOSING DATE:** September 15, 2016
GRADE: FSN-8 **AGENCY:** USAID
POSITION NO: 80001-007 **LOCATION:** Islamabad
SALARY: Rs. 1,316,032/- P.A. (Starting salary at the full performance level)
***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Agency for International Development (USAID/Pakistan) is seeking an individual for the position of Secretary for the Office of Director (OD) in Islamabad. The position is classified at the FSN-8 grade level. The starting salary for this position is Rs. 1,316,032 per annum and the maximum range is Rs. 2,432,966 per annum, per the current FSN Compensation Plan. This salary range is not inclusive of other benefits and allowances.

BRIEF DESCRIPTION OF THE DUTIES: The incumbent serves as the principal administrative support person for two Deputy Mission Directors (DMDs), performing a broad range of administrative and secretarial duties. The incumbent operates independently to ensure that administrative functions are performed effectively, efficiently and in a manner that promotes harmony and problem-solving so that other Front Office staff members may be more effective. The incumbent is the primary contact person responsible for DMD Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees, and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the incumbent is responsible for coordinating information about the DMD Office and the Mission, and making sure that information gets to customers on a timely basis and in a professional manner. Additionally, the incumbent is responsible for managing the receipt of Office of Inspector General (OIG) inquiries and the Mission's response to the same. The incumbent deals with a large volume of all types of communications with host government ministries, international donor organizations, diplomatic missions, private-sector entities as well as USAID partner organizations such as NGOs, PVOs, universities, and other technical assistance contractors and recipients. The incumbent also manages the Mission Director's calendar and schedule and organizes events on and off-site.

QUALIFICATIONS REQUIRED:

EDUCATION: Successful completion of a college/university studies (14 years of education) in business administration, management, social science, science, arts or in a closely related field is required.

EXPERIENCE: A minimum of three years of relevant administrative or secretarial work experience, of which two years should be working with the U.S. Government, NGOs, donor organizations, diplomatic Missions or in an international organization, is required.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: The incumbent should be familiar with, or able to quickly become familiar with, the organization responsibilities and activities, as well as possess a general knowledge of standard office procedures and practices. The incumbent should have the ability to develop an excellent understanding of USG files management, mail handling, and correspondence formatting.

ABILITIES & SKILLS: The incumbent must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as required. The incumbent must be proficient in using the Internet and E-mail, must be able to use sound judgment in analyzing information and handling appropriate situations (phone calls, prioritizing work, etc.); must be able to analyze office procedures determine needs, and organize data and procedures without specific instruction; and must be able to work under pressure in order to meet deadlines.

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 and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** educational qualifications as advertised in the vacancy announcement.
5. Current employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. 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.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.
9. Applicants selected for interview must pass the technical test (if one is required) to advance.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff) which can be retrieved from the Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. **Applicants are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Candidate's experience acquired before/after joining US Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to applicant's qualifications could make the candidate ineligible for the position.** Applications should be forwarded only on the email: FSNIslamabad@usaid.gov address. When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line.

Incomplete applications, applications received through Zip folders or links of Google Drive, Sky Drive and/or any other private cloud computing database/websites and/or applications received after the closing date will not be considered. Only applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised USAID positions, please visit the Embassy website <http://islamabad.usembassy.gov/usaid-vacancies.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 travel orders and under Chief of Mission authority or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 15, 2016

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.