

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD  
VACANCY ANNOUNCEMENT NO. AID-16-26**

**OPEN TO:** All Mission Local Employees who have RSO clearance to work on the Compound (FSNs, USEA and Contract Employees)

**TITLE:** Administrative Assistant

**OPENING DATE:** October 28, 2016

**GRADE:** FSN-7

**CLOSING DATE:** November 10, 2016

**POSITION NO:** 80080-021

**AGENCY:** USAID

**SALARY:** Rs. 1,017,106/- P.A. (Starting salary at the full performance level)

**LOCATION:** Islamabad

\*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 individuals for the positions of Administrative Assistant for the Office of Acquisition and Assistance in Islamabad. The position is classified at the FSN-7 grade level. The starting salary for this position is Rs. 1,017,106 per annum and the maximum range is Rs. 1,865,006 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 an Administrative Assistant reporting directly to the Office Director, Office of Acquisition and Assistance (OAA) and performs a range of acquisition functions from complete organization of the post-award file to contract/agreement closeout. The incumbent performs administrative functions as requested by the Office Director, OAA. The incumbent is responsible for creating and maintaining a variety of spreadsheets for OAA. These include but are not limited to: the active awards, implementing partners contact information, procurement plan, workload data for OAA, etc. The incumbent will provide support to all staff in OAA as needed, such as ordering supplies, preparing travel vouchers, and tracking documents sent for clearance.

**QUALIFICATIONS REQUIRED:**

**EDUCATION:** Completion of the University Degree (fourteen years of education) in administration, business or related subjects is required.

**EXPERIENCE:** At least three years' experience as a secretary, administrative assistant, technician, or other support function that would demonstrate capability to succeed in this position 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:** Business skills, English writing, general office management operations standards are required. Ability to quickly gain knowledge of USAID acquisition policies and procedures, mission and agency regulations is required.

**ABILITIES & SKILLS:** Keyboard data entry, demonstrated proficiency in commercial software packages such as Word, Excel, Access, and Power Point. Strong organization skills and ability to multitask. Analytical skills, oral and written communication in English a must.

**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](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](mailto: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. Telephone queries will not be entertained. 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: November 10, 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.