



Promoting mutual understanding  
between the people of Pakistan and  
the people of the United States through  
educational and cultural exchange.

**Vacancy Announcement**  
**United States Educational Foundation in Pakistan**

**Title:** Office Assistant

Applications are invited for the position of **Office Assistant**, Program Department, USEFP in Islamabad. Positions are available for **one** Office Assistant. Only shortlisted applicants will be interviewed for positions commensurate with their experience and qualifications.

**Job Description:**

- Candidate must have thorough knowledge about Microsoft Office (Word, Excel, and Powerpoint).
- Candidate must know **Professional Typing**.
- General clerical tasks, including typing and data entry, filing and preparing documents.
- Maintain complete office filing record.
- Make copies and sets of applications, etc.
- Handle and execute general administrative issues.
- Candidate may be required to sit in late hours.
- Must have good communication skills.
- Experience in data-entry will be preferred.

**Perform any other duties assigned by the Program Manager and Executive Director.**

**Qualifications:**

A minimum of Bachelor's degree is required, with at least one year of work experience. Applicants must be fluent in English with strong interpersonal skills. Women and minorities are encouraged to apply. **Fulbright Alumni are ineligible to apply.**

**Please email your C.V./resume by 1630 Hrs, Wednesday May 12, 2010 to [jobs@usefpakistan.org](mailto:jobs@usefpakistan.org).**