

VACANCY ANNOUNCEMENT

Permanent Mission of Pakistan to United Nations in New York invites applications for the post Social Secretary in the office of Ambassador/Permanent Representative. Following are the description of duties:

- Manages the agenda setting of the office, creates and oversees the daily and long term calendar.
- Maintain oversight of speaking engagement and travel commitments.
- Provides administrative support and oversees the smooth functioning of the Executive office.
- Screen, views, tracks and distributes correspondence, inquiries, communication and ensures smooth and efficient information flow.
- Arrange travel, visa applications and all relating administrative documents.
- Drafts correspondence and supports the preparation of statement, briefing material.
- Screen phone calls and receive visitors.

Preference shall be given to those candidates with past experience of UN related functions and good knowledge in Microsoft Office is mandatory. Good command in English. No TA/DA for interview will be payable.

Interested candidates can send their applications alongwith testimonials addressed to “Head of Chancery, Permanent Mission of Pakistan to United Nations, New York 10065. The same should be received within 15 days of this advertisement.

The Mission reserves the right to accept or reject any candidate. For enquiries/appointment please call: Ph # 212-879-8600 Ext: 128 or email: pakistanmissiontoun@mail.com.