

# "Colombo-2022-024" Vacancy Details

## About

**Announcement Number:** Colombo-2022-024

**Hiring Agency:** Embassy Colombo

**Position Title:** Administrative Management Specialist- Open to All Interested Applicants [Female/ Male]

**Open Period:** 05/19/2022 - 06/03/2022  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 0105 10

**Salary:** LKR Rs260,524

**Work Schedule:** Full-time - 40 hours per week

**Promotion Potential:** LE-10

**Duty Location(s):** 1 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:** HR Section  
011-249-5763  
ColomboERA@state.gov

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** All interested Applicants / All Sources.  
\* For applicants who are Ordinarily Resident (OR) in Sri Lanka: The proposed grade is FSN 10 Step 01: Rs. 260,524/- p.m. [Gross Salary].  
\* For applicants who are USEFMs, the proposed grade is FP- 5 (step 5 through 14): US \$ 66,289/-p.a. However, the final grade/step will be determined by Washington D.C.

**Security Clearance Required:** Public Trust - Background Investigation

**Appointment Type:** Permanent

**Appointment Type Details:** • Indefinite subject to successful completion of probationary period.

**Marketing Statement:** We encourage you to read and understand the Eight (8) Qualities of Overseas Employees (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>) before you apply.

**Summary:** The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the **Administrative Management Specialist** in the **Department of Justice**.

The work schedule for this position is: **Full Time- 40 hours per week**

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

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

**Travel Required:** Occasional Travel  
Project Coordination (35%)

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## Duties

**Basic Function of Position:** Position will support the new DOJ-ICITAP (Department of Justice-International Criminal Investigative Training Assistance Program) law enforcement capacity development program working primarily with the Sri Lankan National Police and related agencies. The position will directly support the program manager with building the program, developing essential collaborative relations with high level Sri Lankan Government officials and chief executives of law enforcement agencies, and supporting the delivery of all training programs to the relevant agencies. The position will become the person most knowledgeable regarding program finances, coordination of ongoing activities, contracting of vendors for service and providing briefings for contractors engaged in program activities.

### Major Duties and Responsibilities:

**Financial Management (35%):** Conduct financial planning for training program delivery to include; travel, contracted services, rental of equipment, lodging and related expenses. Maintain fund cite financial records for current balances, expenditures, and projected program costs in order to accurately report to ICITAP (International Criminal Investigative Training Assistance Program) HQ and others. Compile cost estimations for project activities and new proposals. Compile financial reports of fund status on a monthly, quarterly basis for ICITAP HQ and provide other financial reports as requested. Prepare written summaries of spending plans, financial reconciliation and de-obligations and study visit costs. Manage petty cash and advance funds as necessary. Comply with all rules, policies and regulations of USG financial reporting standards and any Embassy specific financial recording/handling procedures. Requires the use of a computer and other standard office equipment to maintain program records and will require work outside of regular duty hours due to time sensitivities as necessary.

**Project Coordination (35%):** Develop positive collaboration with host country high ranking officials, USG personnel, contract staff, vendors and others to support program development and delivery of program activities. Monitor and evaluate the performance of contracted staff for effective delivery of services, safety of staff and participants during program activities. Issue, monitor, control equipment used during training activities for audit and safety purposes. Prepare required paperwork and necessary information with host nation participants for the Leahy vetting process and enter the information in the required database. Maintain accurate records of all program activities and official correspondence. This may require handling specialized police safety equipment in addition to standard office equipment and the use of databases. This will require work outside normal duty hours on occasions to meet program requirements and time sensitivity issues necessary to accomplish program objectives.

**Supervision/Leadership (20%):** Take a leadership role when providing briefings to contracted local and foreign personnel to outline their responsibilities and the expectations when delivering services. Provide detailed briefings regarding program objectives and activities to host nation high ranking officials, USG personnel and other foreign government partners as required. Communicate clearly and professionally to all respective officials, training participants, VIPs and contractors in English, Sinhalese and Tamil as appropriate. Be accountable to follow up for any actions of contractors who fail to deliver effective and professional services through written or verbal communications to their respective managers. Be accountable to make decisions in the best interest of the program in the event of issues during training or workshops and notify the program manager as soon as practical. This will require work beyond regular working hours to discuss program activities and finances with ICITAP HQ, INL, Department of State and others as needed which are often time sensitive for headquarters objectives.

**Procurement (10%):** Conduct detailed analysis of goods and services that may be required for the program activities and conduct the required procurement process to obtain these goods or services in compliance with USG and Embassy rules, policies, and procedures for procurement. Collaborate with Embassy FMO staff and other sections to facilitate the procurement process, financial reporting, recording and delivery as appropriate. Generally, these duties will require using standard office equipment but may involve making necessary arrangements after hours depending on the situation to accomplish program timelines, issues involving contractors and other unforeseen circumstances.

\*\*Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

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## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** Five years of progressively responsible work in Management, Budget/Finance, Administration, Project Management, Law Enforcement or the Judicial sector is required. **Candidate must attach copies of relevant service/work experience certificates.**

### LANGUAGE PROFICIENCY:

- 1) Level IV English (Fluent) English (speaking, reading and writing) is required. **(This may be tested).**
- 2) Level IV (Fluent) Sinhala or Tamil (speaking, reading and writing) is required.

**JOB KNOWLEDGE:** Knowledge of the working/structure and understanding of the Sri Lankan Government public safety and related agencies. Knowledge of Sri Lankan culture and protocols. Strong managerial, administrative, and financial knowledge is required.

**SKILLS AND ABILITIES:** Ability to communicate effectively in stressful circumstances, strong computer skills utilizing common programs to include the "Microsoft suite", familiarization with creating databases, familiarization with designing graphics, customer service skills, typing ability, ability to organize and prioritize multiple activities simultaneously, ability to deal with difficult people, ability to engage in public speaking.

**Education Requirements:** University degree in Management, Finance, Business Administration, Economics, Political Science, History or Sociology is required. **Candidate must attach copies of relevant educational certificates.**

**Evaluations:** **Language:** Level IV English (Fluent) English Language Proficiency will be tested.

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

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## Benefits and Other Info

### Benefits:

**Agency Benefits:** Locally Employed Staff, including Members of Household (MOHs), locally-resident EFM and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo may receive a compensation package that may include health and other benefits as per the Local Compensation Plan.

For EFM, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

**Other information:** For the current COVID-19 Requirements please visit the following link.

**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.

**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"), Letter from Veterans' Affairs which indicates the present existence of a service-connected disability dated within the past six months, 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.

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## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Local Security Certification clearance.

For more information on how to apply visit the Mission web site: <https://lk.usembassy.gov/embassy/jobs/>

**Required Documents:** **To apply for this position applicants must electronically submit copies of the documents listed below along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.**

- University Degree
- University Transcripts (Relevant Transcript of the Degree studies)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)
- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]

**In order to qualify, you MUST submit the required documents by the closing date of this announcement. If you fail to provide requested documents, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.**

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

Due to the high volume of applications received, we will only contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

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