"Colombo-2022-028" Vacancy Details

About

Announcement Number:	Colombo-2022-028
Hiring Agency:	Embassy Colombo
Position Title:	OMA & Leahy Vetting Coordinator - U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
Open Period:	05/20/2022 - 06/03/2022
	Format MM/DD/YYYY
Vacancy Time Zone:	GMT+5.5
Series/Grade:	FP - 0105 7
Salary:	USD $38,894 - USD $57,117
Work Schedule:	Full-time -
Promotion Potential:	FP-7
Duty Location(s):	1 in Colombo, CE
Telework Eligible:	No
For More Info:	HR Section
	0112498500
	Colombohr@state.gov

Overview

Hiring Path:	• Open to the public
Who May Apply/Clarification From the Agency:	Open for all applicants who are U.S. Citizen Eligible Family Members (USEFMs) - All Agencies
Security Clearance Required:	Top Secret Clearance
Appointment Type	Permanent
Appointment Type Details:	• 1-5 Years
Marketing Statement:	We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply.
Summary:	The U.S. Mission in Colombo, Sri Lanka is seeking eligible and qualified applicants for the position of Office Management Assistant (OMA) & Leahy Vetting Coordinator

The work schedule for this position is: Full-time (number of hours per week- 40 hours per week)

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

Supervisory Position:	No
Relocation Expenses Reimbursed:	No

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Duties

Incumbent serves as Office Management Assistant (OMA) and Leahy Vetting Coordinator in the combined Political/Economic Section. Maintains, monitors, and coordinates primarily the calendars of the Political Unit Chief and Economic Unit Chief and secondarily supports the other Pol/Econ U.S. Direct Hire officer, as appropriate. Reviews incoming correspondence, cables, and other documents for action, or distribution to appropriate offices and personnel. Conducts "Leahy" vetting and maintains the Leahy Log...etc.

Note: Please contact Human Resource Office to obtain more details on this position.

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Qualifications and Evaluations

Requirements:	EXPERIENCE: Two Years of work experience in office/administrative capacity is required.
Education Requirements:	Two years of University or College studies is required.
Evaluations:	LANGUAGE: English - level IV (Fluent) Reading/Writing/Speaking is required.
	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.
Qualifications:	All applicants under consideration will be all applicants who are U.S. Citizen Eligible Family Members (USEFMs) - All Agencies.

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Benefits and Other Info

Benefits:	
Agency Benefits:	For EFMs, 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.

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 Top Secret clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

https://lk.usembassy.gov/embassy/jobs/

Required Documents:	To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirement by the closing date of this announcement. Failure to provide requested information, or the information is insufficient to verify eligibility, may result in disqualification for this position.

• Copy of Sponsor's Orders/Assignment Notification (or equivalent)
• Passport copy
• DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
• SF-50 (if applicable)

Next Steps:	For further information - the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

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

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