

"Colombo-2022-032" Vacancy Details

About

Announcement Number: Colombo-2022-032

Hiring Agency: Embassy Colombo

Position Title: Co-Community Liaison Office Coordinator -U.S. Citizen Eligible Family Members (USEFMs)- All Agencies

Open Period: 06/15/2022 - 06/29/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: FP - 0120 6

Salary: USD \$43,507 - USD \$63,891

Work Schedule: Part-time - Part-Time

Promotion Potential: FP-6

Duty Location(s): 1 in Colombo, CE

Telework Eligible: No

For More Info: HR Section
011 249 8500
ColomboHR@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: Open-to: • U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

For applicants who are USEFMs, the final grade/step for these positions will be determined by Washington DC. The proposed grade is FP-6*- US\$ 43,507.00 p.a.

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 Co-CLO Coordinator.

This position will be part-time, with schedule to be determined at the time of hiring.

Supervisory Position: Yes

Relocation Expenses Reimbursed: No

Travel Required: Occasional Travel
N/A

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Duties

The CLO is responsible for developing and managing a program based on community demographics and post-specific needs. Development and implementation of the program has direct impact on post morale and affects overall work performance, productivity, retention, community spirit, and individual and family well-being in a foreign environment. The CLO develops evaluation criteria and conducts periodic surveys to assess program efficacy. Based on analysis of formal and informal surveys, the CLO develops and implements a long-range program plan that outlines goals to maintain and enhance morale at post.

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Qualifications and Evaluations

Requirements: EXPERIENCE: Minimum of three years of professional work experience required.

Education Requirements: Completion of secondary school required.

Evaluations: LANGUAGE: Level 3 (Good Working Knowledge) of English Speaking/Reading/Writing required.

SKILLS AND ABILITIES: Standard knowledge of Microsoft computer environment required; ability to draft and edit material for correspondence and publication required. Ability to demonstrate good interpersonal/customer service skills required. Security Clearance: Must be able to obtain and hold a Top Secret Security clearance.

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 required to pass security certification. (Must be able to obtain and maintain a top secret security clearance).

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Benefits and Other Info

Benefits:

Agency Benefits: For EFM's, benefits should be discussed with the Human Resources Office.

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

Other Information: 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"), 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](#).

COVID-19 Requirements for Eligible Family Members

As required by Executive Order 14043, Eligible Family Members who will be employed on a Family Member Appointment (FMA) or a Temporary Appointment (TEMP) are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected for the position, the agency will provide you additional information regarding what information or documentation will be needed and how you can request a medical or religious accommodation.

Eligible Family Members who will be employed on a Personal Services Agreement and compensated under the USG pay plan will be required to attest to their vaccination status using the Vaccine Attestation Form. If you are not fully vaccinated or decline to provide this information, you will be required to demonstrate proof of a negative COVID-19 test completed within 72 hours of entry to a Mission facility and comply with enhanced COVID-19 mitigation protocols. If selected for the position, the agency will provide you additional information regarding these requirements.

COVID-19 Requirements for Local Candidates

Candidates who will be employed on either a Personal Services Agreement or a direct hire appointment and compensated under the Mission's Local Compensation Plan will be required to follow all Mission COVID-19 policies applicable to Locally Employed Staff. If selected for the position, the agency will provide you additional information regarding these requirements.

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How to Apply

How to Apply: All candidates must be able to obtain and hold a Top Secret clearance.

All interested applicants are required to apply to this position electronically. To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

Required Documents: In order to qualify based on education, you MUST submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement. If you fail to provide requested information, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.

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

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

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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