

# Colombo-2022-029" Vacancy Details

## About

<b>Announcement Number:</b>	Colombo-2022-029
<b>Hiring Agency:</b>	Embassy Colombo
<b>Position Title:</b>	Library Representative - Open to All Interested Applicants [Female/ Male]
<b>Open Period:</b>	06/23/2022 - 07/07/2022 Format MM/DD/YYYY
<b>Vacancy Time Zone:</b>	GMT+5.5
<b>Series/Grade:</b>	LE - 5005 9
<b>Salary:</b>	USD \$973.25
<b>Work Schedule:</b>	Full-time - 40 hours per week
<b>Promotion Potential:</b>	LE-9
<b>Duty Location(s):</b>	1 Vacancy in  Colombo, CE
<b>Telework Eligible:</b>	No
<b>For More Info:</b>	HR Section 011-249-8764 ColomboERA@state.gov

## Overview

<b>Hiring Path:</b>	• Open to the public
<b>Who May Apply/Clarification From the Agency:</b>	OPEN TO: All interested Applicants - All/or USEFMs EFM's or MOH's  LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 31st, 2022 is 1 USD = 355.00 LKR. This is a temporary revision and should not be assumed as an acquired right.  For USEFMs, FP is FP-5. Actual FP salary determined by Washington D.C.
<b>Security Clearance Required:</b>	Public Trust - Background Investigation
<b>Appointment Type</b>	Permanent
<b>Appointment Type Details:</b>	Indefinite subject to successful completion of probationary period
<b>Marketing Statement:</b>	We encourage you to read and understand the <a href="#">Eight (8) Qualities of Overseas Employees</a> before you apply.
<b>Summary:</b>	The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the <b>Library Representative</b> in the <b>Library of Congress Office</b> .  The work schedule for this position is: <b>Full Time- 40 hours per week</b>  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.
<b>Supervisory Position:</b>	Yes
<b>Relocation Expenses Reimbursed:</b>	<b>No</b>
<b>Travel Required:</b>	Occasional Travel Travels within the Colombo city as well as in other areas of Sri Lanka to maintain optimal coverage of bibliographic publications.

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## Duties

**Basic function of position:** The position is located in the Library of Congress office, US Embassy Colombo and functions as the designated liaison for the Library of Congress (LOC) in Sri Lanka. Incumbent is supervised by the Field Director for South Asia posted in US Embassy New Delhi, India, who rates and reviews incumbent's performance. Incumbent acquires and creates online bibliographic records for publications in all languages and formats published in Sri Lanka for the collections of the Library of Congress in Washington D.C., and for libraries of American and Canadian universities who participate in the South Asia Cooperative Acquisitions Program (SACAP). Incumbent manages and executes an annual approved budget of approximately \$21,000. Means of acquisition include purchase from commercial and non-commercial sources of publications, and gifts from government and non-government sources. Incumbent must remain fully knowledgeable of the sociopolitical, economic, cultural, religious, and legal developments in Sri Lanka in order to ensure that whatever "in-scope" materials are published on current affairs are acquired, either personally or via LOC's contacted vendor(s) in Sri Lanka. Supervises one Library Clerk.

### Major duties and responsibilities:

#### COLLECTIONS DEVELOPMENT 50%:

Responsible for the development of Sri Lankan collections of the Library of Congress and approximately 50 American and Canadian libraries who participate in the Library's South Asia Cooperative Acquisitions Program (SACAP). Searches English, Sinhalese and Tamil language publications received from vendors and other sources against online bibliographic databases in order to eliminate "out-of-scope" titles including duplicates, unwanted reprints or editions. Reviews and critically selects or rejects all publications in all formats: monographs, serials, pamphlets, maps, posters, ephemera, and non-print materials (sound recordings on compact discs; television programs, documentaries, and motion pictures on DVDs). Evaluates each publication to determine its research, literary or documentary value, degree of contribution to the body of published literature, originality and conformance to the collection policies of the Library of Congress and SACAP participants.

#### ACQUISITIONS 30%:

Creates Initial Bibliographic Control (IBC) records in Machine-Readable Cataloging (MARC) format for selected English Sinhalese and Tamil materials in the LOC Overseas Field Office Replacement System (OFORS) and adds specified local tags to make the record ready for ordering. Applies the Resource Description and Access (RDA) cataloging standard and LOC cataloging guidelines in creating these IBC records which are accessible globally via online bibliographic databases.

#### ADMINISTRATION 20%:

Supervision- Supervises one Library Clerk; evaluates his/her performance, assigns work, provides training, advice and guidance as needed. Oversees the following activities carried out by the Library Clerk: (a) accurate data entry of incoming gazettes, newspapers and serials into the Serials module of OFORS; (b) timely issuance of claims and follow-ups of claims for missing issues and replacement copies from LOC vendors or other sources; (c) accurate and timely shipment of library materials to New Delhi Office; (d) collation of newspapers in accordance with LC's rules, in preparation for microfilming in LOC-New Delhi.

Administration - Expends \$15,000 per year on the purchase of commercial and non-commercial publications in all formats for the collections of the Library of Congress and SACAP participants.

**\*\*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.

'The completed position description listing all of the duties, responsibilities, required qualification, etc. may be obtained by contacting the Human Resources Office'

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## Qualifications and Evaluations

<b>Requirements:</b>	<b>EXPERIENCE:</b> Five years of managing a book acquisitions program in libraries or educational institutions or publishing houses or non-governmental organizations, of which at least one year should be supervisory experience <b>(Candidate must attach copies of relevant service/work experience certificates).</b>  <b>LANGUAGE PROFICIENCY:</b> 1) Level IV (Fluent) English Reading/Writing/Speaking is required (This will be tested) 2) Level IV (Fluent) Sinhala and/or Tamil Reading/Writing/Speaking is required.  <b>JOB KNOWLEDGE:</b> South Asian Studies, especially in relation to Sri Lanka and principles of librarianship, especially acquisitions and basic cataloging. Expert knowledge and understanding of political and social sciences, literature, and history of Sri Lanka. A thorough understanding of the organization and structure of Sri Lankan cultural and social institutions including, but not limited to, publishing and book trade, libraries, higher education, government agencies, societies, and non-governmental organizations.  <b>SKILLS AND ABILITIES:</b> Ability to work independently, creatively and efficiently with minimum supervision. Excellent research skills to be able to identify and locate sources of acquisitions for Sri Lankan commercial and non-commercial materials, especially in response to current developments.  Must possess excellent oral and writing skills in order to persuade publishers and other sources of acquisitions to sell/donate publications.  Must possess excellent analytical skills to deliver oral and written acquisitions reports. Excellent judgment and discrimination in the interpretation and application of acquisition policies to acquire the materials desired by LC and SACAP participants.  Excellent interpersonal skills. Excellent skills in negotiating in person and by telephone in English and Sinhalese. Must be able to apply specialized knowledge to problems in the area of acquisitions of research materials and management of Library of Congress Sri Lanka Office.  Ability to use automated systems that support library acquisitions and accounting. Ability to effectively manage resources so as to set and achieve goals consistent with acquisitions programs of the Library of Congress and SACAP participants. The ability to use various internet-based applications and Windows-based computer applications such as MS Outlook, Excel and MS Word is required.
<b>Education Requirements:</b>	Bachelor degree in History, English, Political Science or Library and information Science is required.
<b>Evaluations:</b>	<b>Language:</b>  English - level IV (fluent) language proficiency will be tested.  <b>Qualifications:</b> All applicants under consideration will be required to pass medical and security certifications.

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## Benefits and Other Info

<b>Benefits:</b>	
<b>Agency Benefits:</b>	Locally Employed Staff, including Members of Household (MOHs), locally-resident EFM's 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.  <a href="#">The pay plan is assigned at the time of the conditional offer letter by the HR Office. LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 31st, 2022 is 1 USD = 355.00 LKR. This is a temporary revision and should not be assumed as an acquired right.</a>  For EFM's, benefits should be discussed with the Human Resources Office.
<b>Other Information:</b>	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"), 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

<b>How to Apply:</b>	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 <a href="https://lk.usembassy.gov/embassy/jobs/">https://lk.usembassy.gov/embassy/jobs/</a>
<b>Required Documents:</b>	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.
<b>All Applicants:</b>	<ul style="list-style-type: none"><li>• Proof of citizenship [NIC/Passport/Residency and/or Work Permit (if applicable)]</li><li>• University degree</li><li>• University Transcript</li><li>• Other Document 1 (Relevant Service/Work Experience Certificates)</li><li>• Other Documents 2 (Relevant Service/Work Experience Certificates)</li></ul>
<b>Next Steps:</b>	Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email. Due to high volume of application received, we will contact applicants who are being considered.
	Thank you for your application and your interest in working at the U.S. Mission in Colombo.

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