

"Colombo-2022-036" Vacancy Details

About

Announcement Number: Colombo-2022-036

Hiring Agency: Embassy Colombo

Position Title: Commercial/Economic Assistant - Open to All Interested Applicants [Female/ Male]

Open Period: 08/11/2022 - 08/25/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 1510 8

Salary: USD \$817.25

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-8

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

Telework Eligible: No

For More Info:  HR Section
 011-249 8764
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: Open to: All Interested Applicants - All/or USEFMs, EFMs or MOHs

LE staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupees at the going rate of exchange each pay period. The official rate for August 1, 2022 is 1 USD=358 LKR. This is a temporary revision and should not be assumed as an acquired right.

For USEFMs, FP-6, Actual FP salary 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](#) before you apply.

Summary: The U.S. Mission in Colombo seeking eligible and qualified applicants for the position of the **Commercial/Economic Assistant** in the **Economic Unit**.

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

Start date: Candidate must be able to begin working 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**

Reimbursed: Occasional Travel

Travel Required: Some travel may be required but not more than 5% of the time.

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Duties

Job Overview:

The incumbent reports on a variety of economic/commercial issues with a focus on identifying and promoting U.S. export opportunities in Sri Lanka. The incumbent is post's primary expert on tourism, transportation, ports, non-proliferation, and trade compliance. The incumbent also serves as a subject matter expert on intellectual property rights, the high-tech industry, and cyber issues. The incumbent formulates recommendations and advises senior management on Sri Lankan government economic policy. The incumbent negotiates with members of the Sri Lankan government on U.S. policies and programs, advocating for U.S. commercial interests as advised by supervisor and Departments of State and Commerce guidance. The incumbent develops and maintains close working relationships with a wide range of senior officials from government, the private sector, and civil society in order to promote U.S. interests. The incumbent also assists with office management and administrative issues, including timekeeping, travel authorizations, and procurement.

Major Duties and Responsibilities:

Economic Reporting and Analysis (50%)

The incumbent reports on a variety of economic issues with a focus on identifying and promoting U.S. export opportunities in Sri Lanka. The incumbent is post's primary expert on tourism, transportation, ports, non-proliferation, and trade compliance. The incumbent also serves as a subject matter expert on intellectual property rights, the high-tech industry, and cyber issues. The incumbent is expected to provide regular reports on these topics, including through memos and cables. The incumbent formulates recommendations and advises senior management on Sri Lankan government economic policy especially with regard to commercial interests, trade, and related topics.

Commercial Advocacy (40%)

The incumbent negotiates with members of the Sri Lankan government on U.S. policies and programs, advocating for U.S. commercial interests and companies. The incumbent develops and maintains close working relationships with a wide range of senior officials from government, the private sector, and civil society in order to promote U.S. interests. The incumbent supports the Commercial Lead and Senior Commercial Specialist in responding to advocacy requests from U.S. companies, connecting these companies with the Advocacy Center in the United States, and as appropriate, preparing and delivering advocacy points on behalf of these companies. The incumbent will generate regular reporting on successes and obstacles in our commercial advocacy, including through updating the Country Commercial Guide. Through regular contact with the U.S. Department of Commerce, the incumbent will ensure that all personnel involved in advocacy are familiar with U.S. policy and guidelines on advocacy procedures.

Administrative (10%)

The incumbent serves as an office manager for the Economic Unit of the Political and Economic Section, providing support on timekeeping, travel authorizations and vouchers, procurement requests, and other administrative duties. The incumbent maintains the section's files, including biographies of key contacts. Assisting with the planning and execution of representational events is a key component of the incumbent's duties. The incumbent will also regularly be asked to assist with logistical arrangements for incoming U.S. Government (USG) visitors.

This position description in no way implies that these are the only duties to be performed by the incumbent. Incumbent will be expected to perform other duties as assigned by the agency.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Four (4) years work experience in any of the following fields; Economic research, business management, development assistance, export promotion, trade, banking or office management - **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

- 1) English level IV (Fluent) Reading/Writing/Speaking is required (This will be tested)
- 2) Sinhala and/or Tamil level IV (Fluent) Reading/Writing/Speaking is required.

JOB KNOWLEDGE:

Must have working knowledge of Microsoft Office applications. Must be familiar with U.S. and/or international business practices. Must be familiar with the structure and functions of the Sri Lankan government's economic policy promotion.

SKILLS AND ABILITIES

Ability to download data from websites, enter into spreadsheet, and present data to USG consumers. Ability to write clearly for both an expert and non-expert audience on economic topics

Education Requirements: A university degree in economics, business, or political science is required - **Candidate must attach relevant educational certificates.**

Evaluations: **Language:** English level IV 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 EFMs 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.

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

Other Information: **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.

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 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 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.

All Applicants:

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (if applicable)]
- Degree
- Degree transcript
- Other Document 1 (Relevant Service/Work Experience Certificates)
- Other Documents 2 (Relevant Service/Work Experience Certificates)

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.

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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