




"Colombo-2022-039" Vacancy Details

About

Announcement Number:	Colombo-2022-039
Hiring Agency:	Embassy Colombo
Position Title:	GSO Housing Assistant- U. S. Citizen Eligible Family Members (USEFMs)- All Agencies
Open Period:	08/10/2022 - 08/24/2022
	Format MM/DD/YYYY
Vacancy Time Zone:	GMT-4
Series/Grade:	FP - 0820 7
Salary:	USD \$38,894 - USD \$57,117
Work Schedule:	Full-time -
Promotion Potential:	FP-7
Duty Location(s):	1 Vacancy in
	Colombo, CE
Telework Eligible:	No
For More Info:	 HR Section
	 011-249-8500
	 colombohr@state.gov

Overview

Hiring Path:	<ul style="list-style-type: none">Competitive serviceOpen 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.
	Note: Definition of USEFM can be found under "Benefits and Other Info" and under the section "Other Information".
Security Clearance Required:	Top Secret Clearance
Appointment Type	Permanent
Appointment Type Details:	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 GSO Housing Assistant.
	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 25% or less
Travel Required:	May require to travel to residences, when required.

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Duties

The Housing Assistant manages the Mission Housing Program. In accordance with the Inter-Agency Housing Policy and Post Housing Program, ensures that employees receive appropriate housing. Negotiates terms and conditions of residential/functional leases with landlords. Coordinates with RSO, Maintenance, GSO Property Section, local vendors and/or contractors to ensure that all residential units are properly prepared before occupant's arrival. He/she is the contact person for coordinating repairs and refurbishments with Maintenance, GSO Property, landlords, concierges, building management, local vendors and contractors as appropriate.

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Qualifications and Evaluations

Requirements:	<i>Experience:</i>
	1. Two years of office/hospitality/administrative experience. (Candidate must attach relevant work/service certificates).

Job Knowledge:

- 1. Knowledge of maintenance operations and procedures.
- 2. General knowledge of realty terminology and regional standard realty procedures.
- 3. Familiarity with American living standards and requirements as they relate to housing.
- 4. Strong knowledge of MS Word, Excel, and Power Point with a knowledge of MS Access

Skills and Abilities:

Excellent interpersonal skills required - ability to interact effectively with customers, landlords, contractors, government officials, and personnel in other offices in the Embassy. Ability to operate MS Office computer applications. Must possess strong negotiation skills to ensure the best price/value for the U.S. Government. Ability to obtain and maintain a Top Secret security clearance.

Education Requirements:

- 1. Completion of Secondary School is required. ***(Candidate must attach relevant educational certificate).***

Evaluations: Level IV (Fluent) Speaking/Reading/Writing English 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 U.S. Citizen Eligible Family Members (USEFMs) of Current Employees of the Mission (All Agencies) and should meet minimum educational and working experience.

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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: **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**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment right 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: <https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

ADDITIONAL SELECTION CRITERIA:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

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How to Apply

How to Apply: All interested applicants are required to apply for this position electronically. Click the "Submit Application" button to apply for this position.

For more information on how to apply, visit the Mission internet site.

Required Documents:

- 1. Proof of educational qualification required for the position
- 2. Work/service confirmation letters from past employers
- 3. SF-50 (if applicable)
- 4. DD-214 (for veteran's preference)
- 5. Proof of citizenship (copy of diplomatic passport)
- 6. Certification for MS Office computer applications

Next Steps: The recruitment team will notify you by an e-mail, of the status of your application within three weeks after the closing date of the position.

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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