

"Colombo-2022-040" Vacancy Details

About

Announcement Number: Colombo-2022-040

Hiring Agency: Embassy Colombo

Position Title: Management Rover (Administrative Assistant) - U.S. Citizen Eligible Family Members - All Agencies

Open Period: 08/22/2022 - 09/05/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: FP - 0105 8




Salary: USD \$34,770 - USD \$51,061

Work Schedule: Multiple - Full-Time or Part-Time

Promotion Potential: FP-8

Duty Location(s):
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 for all applicants who are U.S. Citizen Eligible Family Members (USEFMs) - All Agencies. Note: Definition of USEFM can be found under "Benefits and Other Info" and under the section "Other Information".

Security Clearance Required: Secret/Confidential Clearance

Appointment Type: Permanent

Appointment Type Details: 1-5Years

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 Management Rover in the Management Section.

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

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

Duties

As assigned by the human resources officer, serve as backup to office managers and secretaries in various sections of the embassy, Escort maintenance and repair in controlled access areas (CAAs), limited access areas (LAAs), and embassy housing, Complete special projects such as surveys, data analysis, research regulatory drafting policies and notices, planning events, organizing project teams. Support VIP visit logistics. Must be a U.S. Citizen, eligible for a Secret security clearance.

Qualifications and Evaluations

Requirements: EXPERIENCE: One year of general work/office experience.

Evaluations: LANGUAGE: Level III - Good working knowledge; written & spoken

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

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 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 document from the armed forces that certifies the service member is expected to be discharged or released from active duty service to the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification 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 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 assignment 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](#).

How to Apply

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

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

Required Documents: To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirements 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)