




# "Colombo-2022-034" Vacancy Details

## About

**Announcement Number:** Colombo-2022-034  
**Hiring Agency:** Embassy Colombo  
**Position Title:** Security Monitor - Open to All Interested Applicants [Female/Male]  
**Open Period:** 08/04/2022 - 08/18/2022  
Format MM/DD/YYYY  
**Vacancy Time Zone:** GMT+5.5  
**Series/Grade:** LE - 0710 4  
**Salary:** USD \$552.83  
**Work Schedule:** Full-time - 60 hours per week  
**Promotion Potential:** LE-4  
**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, EFM 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-AA, 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 **Security Monitor** in the **Regional Security Office**.  
The work schedule for this position is: **Full Time- 60 hours per week**  
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.  
**Supervisory Position:** No  
**Relocation Expenses Reimbursed:** **No**  
75% or less  
**Travel Required:** The job holder is responsible for conducting visiting rounds within an assigned area.

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## Duties

**Basic function of the position:** The incumbent of this position provides security for U.S. Embassy personnel and facilities as part of a specialized unit of the Local Guard Force. This unit monitors and reports on the Embassy's overall security posture and initiates emergency responses as necessary to safeguard life and property.

**For further information:** The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office.

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## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** A minimum of one (1) year of military, police, or private security experience in the field of security is required. **Candidate must attach copies of relevant service/work experience certificates.**

### LANGUAGE PROFICIENCY:

- 1) English level II (Limited knowledge) Reading/Writing/Speaking is required (This will be tested)
- 2) Sinhala and/or Tamil level III (Good working knowledge) Reading/Writing/Speaking is required.

**JOB KNOWLEDGE:** Knowledge of local pedestrian vehicular traffic patterns and habits. The position requires good working knowledge of the host city's geography and general culture.

### SKILLS AND ABILITIES:

Must possess a valid class 'A', 'A1' (Motorcycle), 'B1' (Three-wheeler), 'B' (Dual-purpose vehicles) driver's license. **Candidate must attach a copy of the relevant driving license (Both side).**

Must be skilled in the use of security equipment and basic information technology systems. Must provide detailed oral reports. Must work independently and adapt to a wide range of threat and environment conditions.

**Education Requirements:** Completion of Secondary education (Completion of G.C.E. O/L - Candidate must have passed 6 subjects including Mathematics and possesses Distinctions or Credits for at least 3 subjects) is required. **Candidate must attach relevant educational certificates.**

**Evaluations:** **Language:** English level II language proficiency will be tested.

**Skills and Abilities:** Safe driving skills 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 EFM 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 EFM, 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 apply for this position applicants must electronically submit copies of the documents listed below along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (if applicable)]
- Driver's License (Both sides of the Driver's License)
- High School Diploma (Relevant secondary education certificate)
- 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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