

"Colombo-2022-042" Vacancy Details

About

Announcement Number: Colombo-2022-042

Hiring Agency: Embassy Colombo

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

Open Period: 09/15/2022 - 09/29/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: FP - 0105 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
 000-000-0000
 HRatPost@state.gov

Overview

Hiring Path: • Open 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: Secret/Confidential 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 Facility Management Assistant in the Management section.

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 of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Relocation Expenses Reimbursed: No

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Duties

In this role, the incumbent will schedule and conduct routine inspections of government owned and leased buildings, equipment and residences to assist with the nature and extent of maintenance, alterations and repair work needed. Supports the progress, conformance, and adequacy of work on maintenance tasks to include preventive and corrective maintenance and small post-managed projects in offices and residences. Meets with customers, technicians, contractors, and foremen on location to clarify task requirements, labor and materials. Supports and escorts for small repair projects in the Embassy, CAA (Controlled Access Areas) of the US Embassy and government owned/leased residences.

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Qualifications and Evaluations

Requirements: EXPERIENCE: Two years of work experience in customer service is required.

JOB KNOWLEDGE: A broad overall knowledge of customer service is required.

Education Requirements: Completion of Secondary School or Local Mandatory Schooling and received high school diploma

Evaluations: LANGUAGE: Good Working Knowledge in English

SKILLS AND ABILITIES Able to work independently to ensure that facilities tasks are completed adequately. Good customer service and team building skills are required. Secret security clearance (or the ability to obtain one) is required for the position.

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 required to pass medical and security certifications.

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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: 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 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 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.

Eligible Family Member Applicants:

- 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)

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.

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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