

"Colombo-2022-043" Vacancy Details

About

Announcement Number: Colombo-2022-043

Hiring Agency: Embassy Colombo

Position Title: General Services Assistant - U.S. Citizen Eligible Family Members (USEFMs) - All Agencies (GSO Innovation Lead)

Open Period: 09/23/2022 - 10/06/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: FP - 0105 7




Salary: USD \$38,894 - USD \$57,117

Work Schedule: Part-time -

Promotion Potential: FP-7

Duty Location(s): 1 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 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: Low Risk/Non-Sensitive

Appointment Type: Permanent

Appointment Type Details: 1-5 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 Innovation Lead

The work schedule for this position is Part Time.

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

Reporting directly to the Supervisory General Services Officer, the incumbent is responsible for modernizing GSO operations, implementing green, renewable, and sustainable solutions to deliver efficient services to customers and make Embassy operations less reliant on external forces. The incumbent will transform GSO into a sustainable logistics organization, one that not only delivers efficient services, but also practices design thinking to push innovative solutions, cognitive tools, and transparency into the organization.

The position will do this through special projects -- spread across all six GSO portfolios: Travel, Housing, Procurement, Shipping and Customs, Warehouse and Property, and Motor pool, working closely with the Assistant General Services Officer, the GSO Professional Associate, EFM Housing Coordinator, and GSO unit supervisors and staff. The incumbent will also work closely with Facilities Management, the Financial Management Office, Management, and RSO as many special projects will cut across multiple sections. The economic situation in Sri Lanka has created a need to seek sustainable solutions to Embassy operations, ones which rely on technical ingenuity and less on the external economic forces.

By working across all six GSO portfolios, the incumbent is positioned to surge into any one portfolio as needed to support routine operations and to coordinate GSO efforts to Embassy wide special events such as large representational events and VVIP visits.

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Qualifications and Evaluations

Requirements: EXPERIENCE: Two years of progressively responsible experience supervising and coordinating projects is required.

Education Requirements: A High School Diploma or GED is required.

Evaluations: LANGUAGE: English - level IV (Fluent) Reading/Writing/Speaking 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 all applicants who are U.S. Citizen Eligible Family Members (USEFMs) - All Agencies.

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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 Low Risk/Non-Sensitive 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.

- 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: 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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