




"Colombo-2022-041" Vacancy Details

About

Announcement Number:	Colombo-2022-041
Hiring Agency:	Embassy Colombo
Position Title:	Janitorial Crew Leader [Female/Male] Open to All Interested Applicants
Open Period:	10/07/2022 - 10/21/2022 Format MM/DD/YYYY
Vacancy Time Zone:	GMT+5.5
Series/Grade:	LE - 1305 4
Salary:	USD \$371.42
Work Schedule:	Full-time -
Promotion Potential:	LE-4
Duty Location(s):	1 in Colombo, CE
Telework Eligible:	No
For More Info:	 HR Section  011-202-8764  ColomboERA@state.gov

Overview

Hiring Path:	• Open to the public
Who May Apply/Clarification From the Agency:	All Interested Applicants - All Sources/or USEFMs 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 September 19, 2022 is 1USD= 359LKR. This is a temporary revision and should not be assumed as an acquired right. *For applicants who are USEFMs, the proposed grade is FP-AA:US\$ 27,782/-p.a. However, the final grade/step will be 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 is seeking eligible and qualified applicants for the position of Janitorial Crew Leader for the Facility Management Office. The work schedule for this position is: Full Time- 40 hours per week. Start date: Candidate must be able to begin work within a reasonable period of time upon the receipt of agency authorization and/or clearances/certifications or their candidacy may end.
Supervisory Position:	No
Relocation Expenses Reimbursed:	No Not Required
Travel Required:	

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Duties

Basic Function of the Position:

While cleaning alongside teammates, the Janitorial Team Leader gives work guidance for 12 janitors who provide the custodian services for all buildings in the New Embassy Compound (NEC) and the Annex including Control Access Compounds and marine guards living quarters. The Team Leader develops and implements the janitorial duty roster for both locations and assigns specific duties and cleaning procedures to individual janitors, oversees and controls the post recycling program, and is responsible for ordering and issuing all expendable and consumable supplies used by the team of 12 janitors. Oversees procedures and quality of most of the cleaning tasks done by individual janitors, and is responsible for ordering and issuing all expendable and consumable supplies used by the team of 12 janitors.

Major Duties and Responsibilities:

- 1. Assigns work responsibilities to janitors and monitor their work for quality and appropriate use of time, tools, cleaning detergent, and other materials. Trains the custodial staff to maintain an orderly, safe, and efficient cleaning operation. Develops and implements an annual leave plan for janitors to minimize leave forfeited by the janitors at the end of year while maintaining sanitary conditions in all responsible locations.
- 2. Order expendable cleaning supplies from the warehouse and issue to the janitors in quantities appropriate for their assigned duties, and replenishes supplies, provides the tools and equipment required to perform required maintenance.
- 3. Manages the potable water production and distribution operations at all locations in the New Embassy Compound. This includes directing the janitors in cleaning, sterilizing, and filling of water bottles, proper handling and transporting bottles to the point of use, and sanitizing all water dispensers according to a monthly schedule.
- 4. Supervise and monitor the sorting of all solid waste generated in the New Embassy Compound and Annex into 7 types of recyclable materials. Schedule and coordinate the delivery and sale of sorted recyclable materials to the appropriate vendors. Continually evaluate the recycling process and make improvements that will increase the percentage capture of recyclable materials through more efficient work processes.
- 5. As a working member of the janitorial team, when supervisory aspects of the position are completed, work as a member of the janitorial team. The janitorial Team leader will perform all routine janitorial duties and scheduled janitorial cleaning while on duty. This includes janitorial services provided in the residences to support the Facilities team of “Make readies” process, New Embassy Compound exterior windows washing and cleaning every 3 months with using 70feet man lift and other jobs as directed by the supervisor.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Minimum of 03 years of professional work experience as a janitor in a professional setting is required. **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

- 1. Level II (Limited knowledge) Reading/Writing/Speaking English is required. **(This will be tested).**
- 2. Level III (Good Working Knowledge) Reading/Writing/Speaking Sinhala or Tamil is required.

JOB KNOWLEDGE:

- Must have full knowledge of industry accepted janitorial practices.
- Knowledge of chemical hazards of cleaning agents and the proper use of personnel protective equipment is mandatory.
- Must have knowledge of industrial tools and machinery such as sky lift operation, cardboard baling machine ,vacuum cleaners and polishers.

SKILLS AND ABILITIES:

- 1. In addition to full skills as a janitor, this position requires the ability to prioritize and schedule work and lead, oversee and motivate a team of up to 12 subordinates.
- 2. Must have good communication skills, customer service skills and effective leadership skills to ensure the timely completion of janitorial duties.
- 3. Valid Class “B” Driver's license (formerly C, C1) with a clean driving record is required. **Candidate must attach a copy of the relevant driving license.**

Education Requirements: Successful completion of the G.C.E Ordinary Level *(must have passed six subjects including Mathematics, and posses Distinctions or Credits for at least three subjects)* and, completion of a 03 months apprenticeship course on house-keeping recognized as producing a journeyman janitor are required. **Candidate must attach copies of relevant education certificates.**

Evaluations: LANGUAGE: Level II English Language Proficiency 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), and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo, Sri Lanka may receive a compensation package that may include health, separation, and other 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: **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.

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"), 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 Public Trust- Background Investigation 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 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.*

Please provide the required documentation listed below with your application:

- Proof of citizenship (NIC/Passport/Residency and/or Work Permit)
- High School Diploma (Relevant G.C.E. O/L)
- Trade School Course Certificate (Relevant Vocational Education Certificates)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)
- Driver's License (Both sides of the Driver's License)

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 applications received, we will only contact applicants who are being considered.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

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