




"Colombo-2022-044" Vacancy Details

About

Announcement Number: Colombo-2022-044
Hiring Agency: Embassy Colombo
Position Title: Bodyguard - Open to All Interested Applicants [Female/ Male]
Open Period: 11/16/2022 - 11/30/2022
Format MM/DD/YYYY
Vacancy Time Zone: GMT+5.5
Series/Grade: LE - 0701 5
Salary: USD \$611
Work Schedule: Full-time - 60 hours per week
Promotion Potential: LE-5
Duty Location(s): 1 Vacancy in
Colombo, CE
Telework Eligible: No
For More Info:  HR Section
 011-202-8761
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification All Interested Applicants /All Sources.

From the Agency: For applicants who are Ordinarily Resident (OR) in Sri Lanka: The proposed grade is FSN 5 Step 01:USD.611/- p.m. [Gross] 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 November 9, 2022, is 1USD= 363 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 (<https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>) before you apply.

Summary: The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the **Bodyguard** 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 No

Reimbursed: 50% or less

Travel Required: Incumbent is required to travel to various locations in the host country to provide protection support.

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Duties

Basic Function of Position: Incumbent serves as a Bodyguard (BG) in the execution of protective security operations for the U.S. Ambassador/Chief of Mission (COM), and other designated or visiting U.S. government officials as directed. Under the supervision of the BG Supervisor and managed by the Regional Security Officer (RSO) to US Embassy in Colombo in order to protect him/her from harm.

Major Duties and Responsibilities:

Close Protective Services (70%): Provides close protection services for the COM and Emergency Action Committee (EAC) approved personnel working in a varied and sometimes life-threatening environment. Serves as the principal's primary BG or BG team member accompanying the COM or designated protectee. Works on a daily schedule as provided by the BG Supervisor and the RSO. The incumbent is authorized the use of force in accordance with and subject to local laws, Post's/Mission Use of Force policy, and Department of State guidance. Provides personal protective security to the COM or designated protectee during motorcade operations, walking moves, and while in residence. Provides perimeter security by standing post and conducting counter-surveillance at events attended by protectee. Drafts reports for the Regional Security Officer regarding daily duties, equipment, expenses, and any irregularities. Incumbent is required to travel to various locations in the host country to provide protection support.

Site Visits (20%): May be called upon to oversee complex security arrangements at hotels, convention centers, restaurants, and other special event venues visited by protectee. Works with other BGs in production of detailed security surveys and recommends placement of security personnel and resources in order to control access and enhance safety at all venues. Conducts advance security planning at all venues as well as primary, secondary and emergency route planning.

Liaisons (10%): Incumbent establishes and builds relationships with mid-level and senior Colombo officials from law enforcement, protocol, and local security elements in order to facilitate effective protective security operations and maintain good relations for the U.S. Embassy protection team. Incumbent is required to maintain liaison with local government law enforcement and security officials, protocol offices and local security in various jurisdictions throughout the country.

This position may serve as a driver for the protectee (in emergencies, e.g., an incapacitated limo driver) and should have high skills of defensive driving techniques.

***Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** A minimum of two (2) years of private sector, government, police, or military experience in one or more of the following categories: bodyguard, armed escort, law enforcement officer, combat arms or infantry soldier. **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

1) Level II English (Limited knowledge) Reading/Writing/Speaking is required. **(This may be tested).**

2) Level II Sinhala or Tamil (Limited knowledge) Reading/Writing/Speaking is required.

JOB KNOWLEDGE: A thorough knowledge of defense measures to be used in the event of a personal or terrorist attack, such as that learned in the military or law enforcement training. Knowledge in medical, fire, hostile attack, defensive and emergency driving procedures. Must be familiar with Sri Lanka's Police Services, military, security and other government offices to ensure effective liaison and to facilitate effective protective operations including advance and motorcade operations.

SKILLS AND ABILITIES: Must have initiative and resourcefulness in accomplishing tasks. Must be able to deal effectively with people of other cultures to obtain cooperation and reach common goals. Possesses good leadership and interpersonal skills. Good working computer skills are required. Must be able to work variable shifts, 24 hour on-call schedule, and able to travel outside capital city on an as needed basis. Proficient in first aid and use of an AED. Must be alert, have fast reflexes, active thinking, excellent observational skills, adaptation, take decisive actions, stay calm in dangerous situations, teamwork, communication skills, etc. and have the ability to communicate effectively orally and in writing. Must be physically fit and be able to endure frequent travel, long working hours, and a stressful working environment while maintaining the above standards. Should be trained on emergency first-aid.

Must have valid driver license [Valid Class "B" Driver's license (formerly C, CI)]. **Candidate must attach copy of the license.** Must be able to demonstrate judgment and basic safe driving skills in both oral and practical examination. Should be able to operate an armored vehicle (if available) and pass the defensive driving training.

The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

Education Requirements: Completion of secondary school (Completion of G.C.E. O/L- Candidate must have passed 6 subjects including Mathematics and possess distinctions or credits for at least 3 subject) is required. **Candidate must attach copies of relevant educational certificates.**

Host government Driver's License to operate up to Sport Utility Vehicle is required.

Evaluations: **Language:** Level II (Limited Knowledge) English 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.

For EFM, 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.

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.**

- High School Diploma (Relevant Secondary Education Certificate)
- 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)
- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]

In order to qualify, you MUST submit the required documents 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.

Next Steps: Applicants who are invited to take a language/skills test, or who are selected for an interview will be contacted via email.

Due to the 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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