

"Colombo-2022-051" Vacancy Details

About

Announcement Number: Colombo-2022-051

Hiring Agency: Embassy Colombo

Position Title: Information Management Specialist – Open to Current Employees of the Mission [Female/Male]

Open Period: 12/02/2022 - 12/16/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 1805 10




Salary: USD \$1,302.58

Work Schedule: Full-time - The work schedule for this position is: Full Time - 40 hours per week

Promotion Potential: LE-10

Duty Location(s): 1 in Colombo, CE

Telework Eligible: No

For More Info:  HR Section
 001-202-8763
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: Open to: Current Employees of the Mission

LE Staff salaries is denominated in U.S. Dollars and paid in Sri Lankan Rupee (LKR) at the going rate of exchange each pay period. The official rate for November 25, 2022, is 1 USD = 363.00 LKR. This is a temporary revision and should not be assumed as an acquired right.

For USEFMs, FP-5 (steps 5 through 14), Actual FP salary is determined by the 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 the **Information Management Specialist** in the **Information Systems 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 receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

Relocation Expenses **No**

Reimbursed: Not Required

Travel Required:

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Duties

Basic Function of Position: The Information Management Specialist oversees computer systems and automation programs. Under the direction of the Information Management Officer (IMO) incumbent directly supervises 6 LE Staff. Responsible for the technical support of all aspects of the unclassified network, also known as OpenNet, providing computer and automation management advisory services to include end-user training, systems analysis, maintenance of applications, evaluation and testing of operating systems and operation of computer hardware and peripherals in support of approximately 500 users across 11 different U.S. Government agencies. Provides input to IMO on IRM budget and financial resources. The incumbent is also responsible for staff development, completes staff evaluation reports, and coordinates LE Staff training for the fiscal year.

Systems Manager: (25%)

Supervision: (25%)

Analysis and Design: (20%)

Systems and User Support and Advisory: (20%)

Programming: (10%)

Other duties as assigned by IMO: (5%)

Detailed description of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

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Qualifications and Evaluations

Requirements: EXPERIENCE:

At least Five (05) years of progressively responsible work experience of a technical or administrative nature with strong emphasis on network operations, cloud computing, management, and utilization of computer systems in a Windows Server environment, and experience in the analysis and development of LAN/WAN/MAN and software (using off-the-shelf Microsoft products). Six (06) months of supervisory experience is required.

JOB KNOWLEDGE:

Comprehensive knowledge of programs, projects, organizations supported and automation functions to ensure adequacy of support and to resolve operational problems to include specialized applications within the different sections. Knowledge of computer hardware, systems operations and applications and procedures relative to equipment requirements, planning, acquisition, funding and justification. Excellent knowledge of DoS regulations pertaining to computers, data use and security. Thorough understanding of FAM and FAH regulations and guidelines pertaining to IRM operation. Must be able to explain and guide subordinates and general user community on FAM and FAH regulations and guidelines when needed. Expert knowledge in Management techniques with Leadership skills to lead a professional staff of computer specialists.

Education Requirements: University degree (or local academic equivalent) in the field of computer science, information systems management, or equivalent. **(Candidate must attach copies of relevant educational certificates)**

Must have achieved official MCSE Microsoft Certification. **(Candidate must attach copies of the relevant certification)**

Evaluations: LANGUAGE PROFICIENCY:

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

SKILLS AND ABILITIES:

This position requires exceptional skills in networking, System Administration and interpersonal skills in order to gain acceptance of findings, recommendations and decisions relative to computer system operation and support. Incumbent must be skilled in the supervisor role of a subordinate workforce and/or coordinating support services of vendor representatives and contractors. Must be able to prioritize competing demands from system users.

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: Locally Employed Staff, including Members of Household (MOHs), and Third-Country Nationals (TCNs), working at the U.S. Mission in (insert post and/or country name) may receive a compensation package that may include health, separation, and other 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 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.**

- University Degree (Degree Certificate)
- University Transcript (Relevant Transcript of the Degree studies)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)
- Other Document 3 (Relevant Service/Work Experience Certificates)
- Certification
- High School Diploma or Equivalent
- Passport
- Professional Diploma or License
- Work Permit
- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]

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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