

"Colombo-2022-050" Vacancy Details

About

Announcement Number: Colombo-2022-050

Hiring Agency: Embassy Colombo

Position Title: Security Guard - Fixed Term: 18 Months [Female/Male] - Open to All Interested Applicants

Open Period: 11/30/2022 - 12/14/2022
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0710 3




Salary: USD \$501.58

Work Schedule: Full-time - 60 Hours Per Week

Promotion Potential: LE-3

Duty Location(s):
in
Colombo, CE

Telework Eligible: No

For More Info:  HR Section
 011-202-8762
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: OPEN TO: All Interested Applicants / All Sources.

LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for November 21, 2022 is 1 USD = 363.00 LKR. This is a temporary revision and should not be assumed as an acquired right.

*For USEFMs, FP is FP – BB. Actual FP salary determined by Washington D.C.

Security Clearance Required: Public Trust - Background Investigation

Appointment Type Temporary

Appointment Type Details: Fixed-Term: 18 months subject to the 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 **Security Guard - Fixed Term: 18 Months in the OBO (Overseas Building Operations)**.

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: Not Required

Travel Required:

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Duties

Basic Function of Position:

Perform Guard services to safeguard New Embassy Compound/U.S Government property, personnel and observe area to protect property from fire damage or theft.

Major Duties and Responsibilities:

1. Prevent entry of unauthorized persons to New Embassy Compound and U.S. Government buildings.
2. Check persons and Vehicles desiring entry to New Embassy Compound/U.S. Properties.
3. Protect New Embassy Compound/ U.S. Government Property from fire, damage and theft.
4. Provide suitable information to Local Guard Force members regarding suspicious persons and vehicles movements.

This position description in no way implies that these are the only duties to be performed by the incumbent. Incumbent will be expected to perform other duties as assigned by the agency.

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Qualifications and Evaluations

Requirements: EXPERIENCE:

Two years Police, Armed services or private sector security experience is required. **Candidate must attach copies of relevant service/work experience certificate/s.**

LANGUAGE PROFICIENCY:

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

JOB KNOWLEDGE:

Must have a good working knowledge of security related work and should be capable to handle all types of modern security apparatus and fully conversant with searching Vehicles and personnel.

SKILLS AND ABILITIES:

- Must have the ability to follow instructions given by the supervisor.
- Must have the flexibility to adapt to shift work.
- Should be physically fit to perform the job duties.

Education Requirements: Attempted General Certificate of Education (G.C.E. O/L) is required (Candidate must have sat for all or at least 50% of the required subjects). **Candidate must attach relevant educational certificate/s.**

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), locally-resident EFMs 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.

The pay plan is assigned at the time of the conditional offer letter by the HR Office. LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for November 21, 2022 is 1 USD = 363.00 LKR. This is a temporary revision and should not be assumed as an acquired right.

For EFMs, benefits should be discussed with the Human Resources 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"), 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 to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.**

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- High School Diploma or equivalent (Relevant G.C.E. O/L Certificate)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

In order to qualify, you MUST submit the requested 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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