

# "Colombo-2023-014" Vacancy Details

## About

**Announcement Number:** Colombo-2023-014

**Hiring Agency:** Embassy Colombo

**Position Title:** Consular Associate - U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

**Open Period:** 03/14/2023 - 03/28/2023  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** FP - 1405 6




**Salary:** USD \$45,290 - USD \$66,510

**Work Schedule:** Full-time - Full time

**Promotion Potential:** FP-6

**Duty Location(s):** 3 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 000-000-0000  
 ColomboHR@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:** Secret/Confidential Clearance

**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 Consular Associate.

The work schedule for this position is: Full-time (number of hours per week- 40 hours per week)

Start date: Candidate must be able to begin working within a receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No

[Back to top](#)

## Duties

Under the direct supervision of the Consular Chief, the Consular Associate is assigned a wide range of responsibilities in the American Citizen Services (ACS) Unit, Nonimmigrant Visa (NIV) Unit, Immigrant Visa Unit, and Fraud Prevention Unit (FPU). The jobholder provides consular services to U.S. citizens, conducts non-adjudicatory visa processing, and assists in investigation and validation studies. Incumbent also handles correspondence with the public, attorneys, U.S. and host governments, Congress, and other parties. Must be able to secure and maintain a Secret level security clearance.

[Back to top](#)

## Qualifications and Evaluations

**Requirements:** EXPERIENCE: Minimum of three years of office administrative experience is required with at least one year of consular experience

**Education Requirements:** Completion of High School is required.

**Evaluations:** LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing of English 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.

[Back to top](#)

## 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](#).

[Back to top](#)

## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Secret clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

<https://lk.usembassy.gov/embassy/jobs/>

**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.

### Eligible Family Member Applicants:

- 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