

"Male-2023-004" Vacancy Details

About

Announcement Number: Male-2023-004

Hiring Agency: Embassy Colombo

Position Title: Administrative Management Specialist (Based in Maldives) - Open to All Interested Applicants (Management Specialist)

Open Period: 03/28/2023 - 04/18/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0105 9


Salary: MVR Rf23,025 - MVR Rf34,539

Work Schedule: Full-time - 40 hours

Promotion Potential: LE-9

Duty Location(s): 1 Vacancy in
Maldives, MV

Telework Eligible: Yes

For More Info:  HR Section
 000-000-0000
 RSU-Recruitment@groups.state.gov

Overview

Hiring Path: • Open to the public

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

*For applicants who are Ordinarily Resident (OR) in Maldives: The proposed grade is FSN 9 Step 01: MVR. 23,025.75./p.m [Gross Salary].

*For applicants who are USEFMs, the proposed grade is FP - 5: 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 to Maldives is seeking eligible and qualified applicants for the position of the **Administrative Management Specialist** at the **Management Office**.

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

Supervisory Position: Yes

Relocation Expenses Reimbursed: **No**

Travel Required:

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Duties

Basic Function of Position:

Work in Male, Maldives, and reports to the Maldives Management Officer. Serve as the principal advisor and point of contact for all US Embassy operational issues in Maldives, including visitor logistics, human resources, finance, facilities, purchasing, shipping, and information technology. In these various areas, coordinate closely between program offices in Maldives and functional offices at Embassy Colombo or the Regional Support Center. Build excellent relationships with Maldivian government officials and private service providers.

Major Duties and Responsibilities:

Visitor logistics - 20%

Ensure that official travelers, including VIPs and working-level, have the support needed to accomplish their mission.

Advise VIP control officers on lodging and movement logistics in a nation comprised of hundreds of tiny islands.

Build excellent relationships with MFA, Immigration, airport officials, hotels, boat companies, airlines, and other travel service providers.

Negotiate hotel and other service contracts.

Facilities - 20%

Ensure that Embassy facilities are safe and functional.

inspect facilities for compliance with USG safety regulations.

Recommend facilities for lease or cooperative use arrangement with Maldivian government.

Oversee facilities maintenance and repairs and serve as contracting officer representative (COR) for minor construction.

Purchasing and shipping - 20%

Ensure that Male-based employees and official visitors have the equipment and supplies needed to accomplish their mission.

Hold and use a USG purchase card, following all required procedures and regulations.

Serve as petty cash sub cashier for USG official purchases in Maldives.

Build relationships with shipping vendors to move USG materials between the United States, Sri Lanka, and Maldives.

Arrange Maldives Customs clearance for official shipments.

Human resources - 10%

Ensure that the Embassy recruits and retains top Male-based employees.

Serve as the Embassy's principal advisor on recruitment, including where and how to advertise positions,

qualifications to seek, etc.

Represent Embassy HR during language tests and job interviews.

Troubleshoot HR issues for Maldivian employees of the Embassy.

Information Technology - 10%

Ensure that Information Technology solutions enable Male-based employees and official visitors to communicate effectively and securely.

Serve as the Embassy's principal advisor on Maldives phone service, Information Technology equipment, data connections, and remote computing solutions.

Oversee installation and connection of Information Technology equipment at Embassy facilities.

Set up audio-visual equipment for embassy events.

Troubleshoot basic IT issues with customers. For complex issues, serve as a bridge between customers and

Colombo Information Management team.

Finance - 10%

Advise the Embassy FMO and other sections on budget matters for Maldives operations.

Special projects as assigned - 10%

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Qualifications and Evaluations

Requirements: **EXPERIENCE:**

At least five (5) years' work experience required in management, business, hospitality, logistics, customer service, foreign relations, or related field is required. **Candidate must attach copies of relevant service/work experience certificates.**

Education Requirements: Bachelor's degree required in management, business, foreign relations, law, logistics, or other social or applied science is required. **Candidate must attach copies of relevant educational certificates.**

Evaluations: 1) Level IV (Fluent) Speaking/Reading/Writing English is required. **(This will be tested)**
2) Level IV (Fluent) Speaking/Reading/Writing Dhivehi is required.

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 Maldives may receive a compensation package that may include health and other benefits as per the Local Compensation Plan.

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: **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](#).

COVID-19 Requirements for Local Candidates

Candidates who will be employed on either a Personal Services Agreement or a direct hire appointment and compensated under the Mission's Local Compensation Plan will be required to follow all Mission COVID-19 policies applicable to Locally Employed Staff. If selected for the position, the agency will provide you additional information regarding these requirements.

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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.**

All Applicants:

- Degree Certificate or Transcript

- Relevant Service/ Work Experience Certificate/s
- Proof of Citizenship (NIC/Passport/Residency and/or Work Permit {If applicable})

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: **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 to Maldives.

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