

"Colombo-2023-021" Vacancy Details

About

Announcement Number: Colombo-2023-021

Hiring Agency: Embassy Colombo

Position Title: Mobile Patrol Senior Guard - Current Employees of the Mission [Female/ Male]

Open Period: 04/28/2023 - 05/12/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0710 4

Salary: USD \$552 /Per Month



Work Schedule: Full-time - 60 hours

Promotion Potential: LE-4

Duty Location(s): 1 Vacancy in

Colombo, CE

Telework Eligible: No

For More Info:  HR Section
 000-000-0000
 Colomboera@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification Current employees of the Mission.

From the Agency: *For applicants who are Ordinarily Resident (OR) in Sri Lanka: The proposed grade is FSN 04 Step 01: USD 552. (LE Staff salaries are denominated in USD and will be paid in LKR at the going rate of exchange each pay period. The official rate for April 09 to 22, 2023, is 1 USD = 319 LKR. This is temporary revision and should not be assumed as an acquired right)

* For USEFMs, FP-AA. 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 in Colombo is seeking eligible and qualified applicants for the position of the **Mobile Patrol Senior Guard** in the Local Guard Force.

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: Yes

Relocation Expenses **No**

Reimbursed: 76% or greater

Travel Required: Conduct mobile patrol duties in designated USG residences and other facilities as directed by RSO/ LGF chain of command.

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Duties

Basic Function of Position:

Local Guard Force (LGF) mobile patrol senior guard supervises day-to-day performance of his/her patrol team assigned to patrol specific routes where U.S. homes or facilities are located. Required to keep and investigate of complaints, irregularities, and unusual or suspicious circumstances. Required to respond to all incidents that require immediate Mobile Patrol support, such as: vehicle accidents, residential alarms, etc. or as directed by the RSO.

Major Duties and Responsibilities:

1. Patrols assigned areas in a vehicle or/and on foot, if need be, staying and making an immediate investigation of complaints, irregularities, and unusual or suspicious circumstances.
2. Provides orientation and training to new guards on rules, regulations, and procedures covering responsibilities.
3. Provides proper assistance to US Embassy employees in case of emergencies and/or potentially difficult situations, to potentially include physical assistance.
4. Notifies his/her supervisors of actual or potential security problems requiring emergency attention and assists them on a daily basis to fulfill certain tasks of running the LGF.
5. Ensures that the MP guards under his/her charge perform their duties in full compliance with LGF orders.
6. Perform other duties assigned by the Chain of Command.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Two years of Military, Police or Private Security Service experience is required. **Candidate must attach copies of relevant service/work experience certificate/s.**

LANGUAGE PROFICIENCY:

- 1) Level III (Good Working 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: Basic knowledge of the RSO mission and the external and internal structure of Sri Lankan law enforcement and security agencies is required. Understanding of Sri Lankan Traffic law is required.

SKILLS AND ABILITIES: Demonstrated ability to successfully lead and manage team of individuals. Demonstrated ability to successfully work independently, to use personal initiative for achieving successful results is required. Must be results- and detail-oriented, be able to operate and learn quickly in a very dynamic, high-stress environment. Should have a valid class "B" (formerly class "C/C1") driver's license for cars/dual purpose vehicles. Basic computer skills in MS Outlook & MS Word is required.

Candidate must attach a copy of the relevant driving license.

Education Requirements: Completion of G. C. E. O/L examination is required (candidate must have passed six subjects including Mathematics, and possess Distinctions or Credits for at least three subjects). **Candidate must attach copies of relevant educational certificate/s.**

Evaluations: **Language:** Level III 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 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.

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](#).

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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.**

- Proof of citizenship [NIC/Passport]
- High School Diploma (G.C.E. O/L Certificate)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)
- Other Document 3 (Relevant Service/Work Experience Certificates)
- Driver's License (Both sides of the Driver's License)

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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