

"Colombo-2023-020" Vacancy Details

About

Announcement Number: Colombo-2023-020

Hiring Agency: Embassy Colombo

Position Title: Shipment Assistant [Embassy Airport Expeditor] - Current Employees of the Mission [Female/ Male]

Open Period: 04/19/2023 - 04/26/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0905 7

Salary: USD \$636.83




Work Schedule: Full-time - 40 hours per week.

Promotion Potential: LE-7

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 From the Agency: Current Employees of the Mission - All Agencies

LE staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupees at the going rate of exchange each pay period. The official rate for April 03, 2023 is 1USD = 323 LKR. This is a temporary revision and should not be assumed as an acquired right.

For applicants who are USEFMs, the proposed grade is FP- 7. 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 (<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 the **Shipment Assistant** in the **General Services 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: No

Relocation Expenses Reimbursed: **No**
50% or less

Travel Required: Functions as Mission's airport expeditor and meet numerous incoming and departing FS officials, TDYers and VIPs to ensure smooth transaction of these visitors at the airport. Maintain good PR with airport staff and ensure trouble free transactions of all US officials and their families.

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Duties

Basic Function of Position: Under the direct supervision of the Shipment Supervisor, the incumbent act as a primary embassy airport expeditor and primary shipping assistant responsible for all government owned vehicles (GOVs) and Privately Owned Vehicles (POVs) include purchase, clear shipments, process registration and revenue licenses, insurance, and title transfers for GOVs and POVs. Responsible for complete disposal actions for GOVs and POVs including LAVs shipping back to US for disposal actions. Also responsible for handling incoming and outgoing official and personal shipments. Performance of professional work involving general administrative support duties for the shipping and customs unit. Assist various GSO projects and other special duties as required in support of the Mission and its numerous VIPs and official delegations.

Major Duties and Responsibilities:

Airport Expediting and Performance Work involving General Administrative Support: 40%: Functions as Mission's airport expeditor and meet numerous incoming and departing FS officials, TDYers and VIPs to ensure smooth transaction of these visitors at the airport. Maintain good PR with airport staff and ensure trouble free transactions of all US officials and their families. Duties include coordinating and assisting of VIP visits with expediting, airport customs clearance, pick up of passports and baggage and clearance through immigration. Assist Mission personnel with custom clearance of Pets. Communicate closely with Ministry of Foreign Affairs (MFA) and liaise duties with Sri Lankan government officials such as Airport Protocol, VIP Lounge facilitators, Customs, Immigration, and Security officials. Prepares drafts for outgoing correspondence, memorandums, notes, letters and reports related to customs and shipping work. Maintain good contacts with Animal Quarantine at the Airport and Dept. of Animal Product and Health in Kandy for coordination of all pet issues. Maintains files with cumulative data, process Invoices, verifies billing and services and develops reports associated with import/export of goods for historical archives, ICASS and other administrative needs.

Vehicle Administration and maintenance of GOVs and POVs: 40%: Obtain import approvals for DPL official and personal vehicle purchase, clear shipments, process registration, revenue license, and insurance and title transfers with approvals. Handles complete disposal action process for POVs and GOVs including LAVs shipping back to US for disposal as per the regs. Update and maintain POV folders and electronic records. Responsible for prepare auction process for vehicles of Embassy, over 20 DOS agencies, USAID and AID funded projects. Duties include obtain sale approval from MFA, receive depreciated duty value from Customs, approval from Ministry of Finance, obtain current market value from Associated Automobiles Sri Lanka, determination of the minimum auction price with management concurrence and complete auction paperwork with the auctioneer. Ensure payment received after the auction and coordinate title transfer paperwork for the new buyer. Administers and issue duty free fuel coupons for GOVs and POVs with the liaison of MFA. Replenish fuel coupons as and when available to issue immediately upon requests.

Prepare quarterly vehicle return reports to MFA with the updated GOVs and POVs. Frequently update and well maintain ILMS system, Post Shipping Data base, and all manual data sheets in shared drive related to the job and archive as appropriate.

Performance of Customs & Shipping duties and other miscellaneous duties: 15%: Covers responsibilities for other shipping assistants and Customs Expediter when needed due to their heavy workload or if on leave. Duties include prepare and type variety of documents related to incoming and outgoing shipments, applications for duty exempt import of Household Effects (HHE), Official supplies (SUP) Pet animals (PET) of Mission Colombo including DOD employees under COM authority. All importation documents are to be cleared through the MFA timely manner. Advise American personnel of their entitlements under applicable agency regulations (STATE, DOD, etc) and of customs regulations and requirements. Works with American personnel to schedule and track incoming and outgoing shipments. Utilizes the Integrated Logistics Management System (ILMS). Prepares cost construct estimates for personal shipments. Maintain Customs & Shipping information in a professional manner. Especially PII/SBU data must be stored in secure place. Maintain and update SOP folder and share point as and when policies are updated and implemented. Frequently update and well maintain ILMS, Post Shipping Data base, and all manual logs related to the job. Complete other duties as assigned by the Customs & Shipping Supervisor and/or A/GSO.

Work as an incidental driver to the shipping section and other duties as assigned by the Shipping Supervisor or/and GSO: 5%

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Minimum of 2 years of progressively responsible experience in the field of import/export or/and customer service working in a multi-cultural office environment is required. Should demonstrate substantial interaction with English-speaking clients. **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

1) Level IV English (Fluent) Reading/Writing/Speaking is required. **(This may be tested).**

2) Level IV (Fluent) Sinhala or Tamil (speaking, reading and writing) is required.

JOB KNOWLEDGE: A good working knowledge of the host country customs regulations and procedures.

SKILLS AND ABILITIES: Maintain a valid motor vehicle driving license for light vehicles (motor cars and dual-purpose vehicles) is required. Good knowledge of MS Word and Excel program is required. Tactful, yet persistent and effective in dealing with host country customs and other officials, personnel attached to shipping, packing and transfer companies.

Education Requirements: Minimum of two years of full-time post G.C.E. A/L (post-secondary) studies required. **Candidate must attach copies of relevant educational certificates.**

Evaluations: **Language:** Level IV (Fluent) English Language Proficiency will be tested.

Skills and Abilities: Safe driving skills will be tested.

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), 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: For the current COVID-19 Requirements please visit the following [link](#).

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"), 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.

- High School Diploma (G.C.E. A/L Certificate)
- Trade School Course Certificate (two years University/College certificate/s)
- Transcript (Relevant Transcript of the University/College studies)
- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)
- Driver's License (Both sides of the Driver's License)

In order to qualify, you MUST submit the required documents by the closing date of this announcement. If you fail to provide requested documents, or the information you submit is insufficient to verify your eligibility, you will not be considered 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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