

# "Male-2023-005" Vacancy Details

## About

**Announcement Number:** Male-2023-005

**Hiring Agency:** Embassy Colombo

**Position Title:** General Services Assistant (Based in Maldives) - Open to All Interested Applicants [Female/Male]

**Open Period:** 05/30/2023 - 06/15/2023  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 0105 8



**Salary:** MVR Rf18,945.08 - MVR Rf28,417 /Per Month

**Work Schedule:** Full-time - 40 hours

**Promotion Potential:** LE-8

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

**Telework Eligible:** No

**For More Info:**  HR Section  
 00000  
 rsu-amman-hiring@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 8 Step 01: MVR. 18,945.08/- p.m. [Gross Salary].

\*For applicants who are USEFMs, the proposed grade is FP - 6: 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 **General Services Assistant** in the **Management Section**.

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:** No

**Relocation Expenses Reimbursed:** **No**  
Not Required

**Travel Required:**

[Back to top](#)

## Duties

### Basic Function of Position:

The incumbent is responsible for coordinating the General Services Office resources and activities, including but not limited to, procurement, property, warehouse and supply, motor pool, inventory and maintenance of assets, housing, visitor logistics support, shipping/customs, travel, and other management support as required. The incumbent will coordinate closely between the USMM and functional offices at Embassy Colombo and service support posts. The incumbent must build excellent relationships with Maldivian government officials, including officials from the host government's ministries and private service providers. The position is

based in Maldives and will report to the USMM Management Specialist.

**Major Duties and Responsibilities:**

Procurement – 15%

Property and Warehouse Operations – 15%

Shipping and Customs – 15%

Motor Pool and Vehicle Maintenance – 15%

Travel and Visitor Logistics – 15%

Housing - 15%

Other Administrative duties as required – 10%

[Back to top](#)

**Qualifications and Evaluations**

**Requirements: EXPERIENCE:**

Minimum two years of work experience in government, non-profit, or private sector in management, Contracting, Travel, facility management, or administrative functions is required. **Candidate must attach copies of relevant service/work experience certificates.**

**LANGUAGE PROFICIENCY:**

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

**SKILLS AND ABILITIES:**

Ability to operate motor vehicle. Host country driving license is required **(Candidate must attach a copy of valid driver's license)**

**Key Requirements:** • Ability to operate motor vehicle. Host country driving license is required.

**Education Requirements:** Two years of college studies is required. **Candidate must attach copies of relevant educational certificates.**

**Evaluations: LANGUAGE:** Level IV English Language Proficiency will be tested.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

[Back to top](#)

**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.

[Back to top](#)

## 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.**

1. Two Years of college studies.
2. Other Document (Relevant Service/Work Experience Certificate/s)
3. Other Document 2 (Relevant Service/Work Experience Certificate/s)
4. Proof of Citizenship (NIC/Passport/Residency and/or Work Permit {If applicable})
5. Driver's License (Valid Driver's License from Host Country)

**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.

[Back to top](#)

