

# "Colombo-2023-033" Vacancy Details

## About

**Announcement Number:** Colombo-2023-033

**Hiring Agency:** Embassy Colombo

**Position Title:** Administrative Clerk - Open to All Interested Applicants [Female/Male]

**Open Period:** 06/08/2023 - 06/22/2023  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 0105 6




**Salary:** USD \$464.17 /Per Month

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

**Promotion Potential:** LE-6

**Duty Location(s):** 1 Vacancy in  
Colombo, CE

**Telework Eligible:** No

**For More Info:**  HR Section  
 ColomboERA@state.gov  
 ColomboERA@state.gov

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** \* All Interested Applicants - All/or USEFMs, EFM's or MOH's LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 30, 2023 is 1 USD = 294.00 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-8. 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 in Colombo is seeking eligible and qualified applicants for the position of the **Administrative Clerk** in the **Health Unit**.

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**  
Occasional Travel

**Travel Required:** Accompanies patients to hospitals/clinics to serve as interpreter, if needed.

[Back to top](#)

## Duties

### Basic Function of Position

The incumbent oversees, directs, and executes all administrative functions and responsibilities for the Medical Unit as assigned by the Direct Hire Foreign Service Medical Specialists (RMO, RMOP, and MP). The incumbent acts as a liaison and facilitator between the medical unit staff, officers from different sections of the Mission, family members, LE Staff, personnel from other agencies and regional posts, and medical, nursing and ancillary health services within the local community. The incumbent is under the direct supervision of the Medical Provider.

### Major Duties and Responsibilities

1. Office Management and Staff Coordination - 65%

2. Financial Assistance - 10%

3. Contract support - 10%

4. Patient Assistance and Travel -10%

5. Manages Travel Schedule for all Medical Unit staff - 5%

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

[Back to top](#)

## Qualifications and Evaluations

### Requirements: **EXPERIENCE:**

Minimum one (1) year of experience as an Office Manager or Administrative Assistant is required. **Candidate must attach copies of relevant service/work experience certificates.**

### **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/or Tamil is required.

### **JOB KNOWLEDGE:**

Detailed knowledge of MED's policies and procedures. General working knowledge of the Mission to meet specific needs of the service population. Detailed knowledge of the host country local medical care system as well as of the host country general office supply vendors and service providers. Knowledge of office management systems and procedures; knowledge of customer service principles and practices. Must understand basic accounting principles.

### **SKILLS AND ABILITIES:**

Must be proficient in Microsoft (MS) Outlook to organize tasks, calendars, and contact databases; MS Office (Word, Excel, Access, PowerPoint) to organize and present information, and Internet Explorer. Requires ability to be resourceful and proactive in dealing with sensitive and confidential issues. Must be flexible, service-oriented, self-motivated and able to work within the existing Mission structure. Must have the ability to organize, multi-task, prioritize and work under pressure. Must possess strong customer service, verbal communication and listening skills.

**Education Requirements:** Two years of general college or university studies is required. **Candidate must attach copies of relevant educational certificate/s.**

**Evaluations:** Language: Level III 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 Colombo may receive a compensation package that may include health and other benefits as per the Local Compensation Plan.

The pay plan is assigned at the time of the conditional offer by the HR Office. LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for May 30, 2023 is 1 USD = 294.00 LKR. This is a temporary revision and should not be assumed as an acquired right.

For EFMs, benefits should be discussed with the Human Resources 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](#).

[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.**

- Proof of Citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- College or University Studies (Relevant College or University Studies Certificate/s)
- Transcript (Relevant College or University Studies Transcript/s)
- Other Document (Relevant Service/Work Experience Certificate/s)
- Other Document 2 (Relevant Service/Work Experience Certificate/s)

**In order to qualify, you MUST submit the requested documents 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.**

**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.

[Back to top](#)