

"Colombo-2023-029" Vacancy Details

About

Announcement Number: Colombo-2023-029

Hiring Agency: Embassy Colombo

Position Title: Resource Coordination Assistant [Female/ Male] - Current Employees of the Mission

Open Period: 05/26/2023 - 06/14/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 6530 7




Salary: USD \$636.83 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-7

Duty Location(s): 1 in Colombo, CE

Telework Eligible: Yes

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: * Current employees of the Mission

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 15, 2023 is 1 USD = 313.00 LKR. This is a temporary revision and should not be assumed as an acquired right.

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 **Resource Coordination Assistant** in the **Public Affairs 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: Must be available to travel throughout Sri Lanka.

[Back to top](#)

Duties

Basic Function of Position

The Resource Coordination Assistant (Admin) works under the direct supervision of the Resource Coordination Specialist or Public Affairs Officers (PAO) designee and is the Public Diplomacy (PD) locally employed (LE) staff responsible for managing all administrative aspects of the PD Section. Supports Established Opinion Leaders (EOL), Emerging Voices (EV), and Strategic Content Coordination (SCC) specialists and assistants for exchanges and other public engagement programs and activities. Supports grants administration; tracks and collaborates on PD budgets and expenditures. Oversees PD Section time and attendance, staff travel, representation, vouchers, and other administrative tasks; manages program calendars. Serves as the primary point of contact for the PD Section, ensuring that visitors receive accurate and timely information with the highest levels of customer service.

Major Duties and Responsibilities

1. Program Support (60%)
2. Procurement, Property, and General Administrative Functions (20%)
3. Budget and Financial Coordination (20%)

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:

Three years of experience in administrative services, procurement, customer service, or events management 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 Sinhala and/or Tamil is required.

JOB KNOWLEDGE:

Comprehensive knowledge of Sri Lankan geography, infrastructure, government institutions, and common business and banking practices is required. Knowledge of customer service practices is required. Must have an understanding of communications in Sri Lanka and the international information environment as it affects the Mission. Must be familiar with digital practices and procedures.

SKILLS AND ABILITIES:

Analytic Skills: Must have strong analytic skills to manage funding from multiple sources, each with different requirements for purpose, oversight, and accounting. Must be able to accurately assess resource challenges and identify solutions. Must be able to perceive significant changes in PD operations and adjust operations in response.

Technical Skills: Good keyboarding and data entry skills are required; excellent familiarity with electronic discovery tools, in particular the internet, and standard information retrieval practices and procedures are required. Thorough, detailed knowledge of and the ability to use various computer software programs, specifically Microsoft Word, Microsoft Excel, and databases, as well as PD-specific software, databases, and reporting tools, is required. Knowledge of and the ability to support PD use of digital and visual tools is required. Must have excellent numerical skills to be able to manipulate numbers with speed, process personnel and travel documents, develop equipment lists and supply orders, and monitor PD budgets.

Education Requirements: A university degree in Business Administration, Financial Management, Organizational Management, Accounting, or Public Administration is required. **Candidate must attach copies of relevant educational certificate/s.**

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 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 15, 2023 is 1 USD = 313.00 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)]
- University Degree (Relevant Degree Studies Certificate)
- Transcript (Relevant Transcript of the Degree Studies)
- 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](#)