

"Colombo-2023-041" Vacancy Details

About

Announcement Number: Colombo-2023-041

Hiring Agency: Embassy Colombo

Position Title: General Services Clerk - Open to All Interested Applicants [Female/ Male]

Open Period: 07/23/2023 - 07/30/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0105 6




Salary: USD \$464.16 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-6

Duty Location(s): 1 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: All Interested Applicants / All Sources

LE Staff salaries is denominated in USD and paid in LKR at the going rate of exchange each pay period. The official rate for July 10, 2023, is 1 USD = 310 LKR. This is a temporary revision and should not be assumed as an acquired right.

For USEFMs, FP-8, actual FP salary 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 General Services Clerk 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**
Occasional Travel

Travel Required: The position is the public face of GSO to external interlocutors, including, but not limited to Sri Lankan government senior officials in the Ministry of Foreign Affairs, customs and immigration, Civil Aviation Authority, airport and major airline officials, as well as elements in the Sri Lankan private sector.

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Duties

Job Overview: The incumbent will serve as the principal executive assistant to the General Services Officer, performing all administrative and office management functions of the General Services Office (GSO). S/he will be the main point of contact between GSO and all other agencies, offices, and management sub-sections, as well as the primary conduit for the exchange of information between the seven GSO sub-units/portfolios (Housing, Property and Warehouse, Travel, Shipping and Customs, Procurement, Innovation, and Motor Pool) often coordinating projects among them, tasking out assignments, and following up on completion as needed.

Major Duties and Responsibilities: The incumbent provides the full range of professional, executive-level administrative functions and support services to buttress operational activities in the General Services Office (GSO). The incumbent supports approximately 65 full-time positions in seven sub-sections within the GSO section: Travel, Housing, Property and Warehouse, Procurement, Shipping and Customs, Motor Pool, and Innovation, a newly established cross-cutting section responsible for seeking out and developing

ways to improve GSO operations, as well as the USDH Supervisory General Services Officer and Assistant GSO, and as many as three EFM GSO employees at any one time (the Assistant GSO EPAP, EFM Residential Housing Coordinator, and EFM Innovation Coordinator). The incumbent also serves as an officially designated principle sub-cashier, maintaining a balance of USD \$4,000, is responsible for issuing petty cash advances for Embassy Occasional Money Holders, and making payments for approximately 200 transactions monthly.

The position plays a lead role in coordinating GSO activity that spans across the seven portfolios to ensure optimal synergy, cohesion to the section's strategic vision, and to guarantee no one sub-unit is working in isolation from another, especially as GSO activities touch the larger mission, i.e. VVIP visits or Mission-wide meetings, conferences, gatherings, and projects.

Office Management and Administrative Duties -- 40 %

VVIP Visit Logistics Coordinator – 20%

Sub Cashier and Timekeeper Designation for GSO Sub-Sections – 20%

Web Updates – 5%

Cables and Information Traffic – 5%

ILMS Support and ICASS Workload Counts – 5%

Annual Holiday Gratuities and Other Duties as Assigned – 5%

For further information: Please refer the complete Position Description available in the Mission HR Office.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Minimum of 3 years' work experience in Management / Administrative work experience is required. **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.

SKILLS AND ABILITIES: Using personal computer applications such as the Microsoft Office Suite, good working knowledge of searching on the Internet/Intranet, knowledge of various online housing sites; Outlook, typing and calculator. Excellent negotiation skills. Experience in verbal and written communication with all levels within an organization including mid-level to upper management.

Education Requirements: Completion of one-year post-secondary (G.C.E A/L) qualification in Management and/or Administration is required. **Candidate must attach copies of relevant educational certificates.**

Evaluations: **Language:** Level IV (Fluent) English Language Proficiency 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"), 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 (One year management/administration qualification)
- Transcript (Relevant Transcript of the management/administration studies)
- Passport [NIC/Passport/Residency and/or Work Permit (If applicable)]
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

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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