

# "Colombo-2023-039" Vacancy Details

## About

**Announcement Number:** Colombo-2023-039

**Hiring Agency:** Embassy Colombo

**Position Title:** Security Guard [Female/Male] - Open to All Interested Applicants

**Open Period:** 07/03/2023 - 09/29/2023  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 0710 3

**Salary:** USD \$403 /Per Month

**Work Schedule:** Full-time - 48 Hours per week

**Promotion Potential:** LE-3

**Duty Location(s):** 6 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 Sources

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 June 26, 2023 is 1 USD = 307.50 LKR. This is a temporary revision and should not be assumed as an acquired right.

\*For USEFMs, the proposed grade is FP – BB. 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 **Security Guard** in the Local Guard Force.

The work schedule for this position is: **Full Time - 48 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  
Not Required

**Travel Required:**

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## Duties

### Basic Function of Position:

Perform Guard services to safeguard U.S. Government property/personnel and to protect property/ personnel from fire damage, theft or any other imminent dangers.

### Major Duties and Responsibilities:

- 1.Prevent entry of unauthorized persons to U.S. Government buildings and residences.
- 2.Check persons and Vehicles desiring entry to U.S. Properties
- 3.Protect U.S. Government Property from fire, damage and theft.
- 4.Maintain orderly waiting line of Applicants for visa or consular service.
- 5.Provide suitable information to Local Guard Force members regarding suspicious persons and vehicles movements.

## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** Two years of Military, Police or Private Security Service experience is required. ***Candidate must attach copies of relevant service/work experience certificate/s.***

**LANGUAGE PROFICIENCY:**

- 1) Level I (Limited Knowledge) Speaking/Reading/Writing English is required (***This will be tested***).
- 2) Level III (Good Working Knowledge) Speaking/Reading/Writing Sinhala and/or Tamil is required.

**JOB KNOWLEDGE:** Must have a good working knowledge of the emergency response procedures and notification process, familiarity with state-of-the-art security equipment and processes, awareness of cultural norms and customs is required.

**SKILLS AND ABILITIES:** Must have the Ability to understand the security control panel and to operate emergency alarms and the public address system. Ability to use state-of-the-art security and radio communication equipment. Ability to use Automated External Defibrillator, fire extinguisher and personal protective equipment. Ability to walk and/or stand in a wide variety of weather conditions for an extended period of time. Ability to work flexible shift schedules, to include nights, days, weekends, and/or holidays.

**Education Requirements:** Completion of Primary School is required (Candidate must have passed Grade 5). ***Candidate must attach relevant educational certificate/s.***

**Evaluations:** **Language:** Level I English Language Proficiency will be tested.

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

## 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 letter 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 June 26, 2023 is 1 USD =307.50 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](#).

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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:** **When applying 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)]
- High school Diploma or Equivalent(Relevant School Certificate)
- Other Document 1(Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

**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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