

"Colombo-2023-045" Vacancy Details

About

Announcement Number: Colombo-2023-045

Hiring Agency: Embassy Colombo

Position Title: Computer Control Clerk – Open to All Interested Applicants [Female/ Male]

Open Period: 08/17/2023 - 08/31/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 1825 5

Salary: USD \$410 /Per Month




Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-5

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, EFMs or MOHs

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 August 7, 2023 is 1 USD = 322.00 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-9. 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 (<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 Computer Control Clerk in the Information Management 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
25% or less

Travel Required: This is a multi-faceted position to include Information Management Office (IMO) administrative and informational technology equipment inventory clerk in the Information Management Office who supplements and backs up staffing in IMO operations to include the mailroom, switchboard, radio/telephone and systems. Incumbent is responsible for all aspects of inventory control and tracking of IMO assets not including those on the classified system.

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Duties

Basic Function of Position: This is a multi-faceted position to include Information Management Office (IMO) administrative and informational technology equipment inventory clerk in the Information Management Office who supplements and backs up staffing in IMO operations to include the mailroom, switchboard, radio/telephone and systems. Incumbent is responsible for all aspects of inventory control and tracking of IMO assets not including those on the classified system. She/he will organize storage and implement access control and accountability. Perform audits. Handle life cycle management and dispose of end-of-life equipment according to regulations and policies. The incumbent will use myServices to produce reports on customer service tickets and customize reports to reflect IMO leadership requirements.

Major Duties and Responsibilities:

Inventory and life cycle management - 75%: Performs all aspects of inventory control and utilizes department software tracking systems to enter data and update databases. Receives shipments from procurement and shipping and unpacks and inventories equipment prior to storage. Keeps track of raised Procurement requests (PRs) with Procurement/Shipping and warehouse sections. Secures storage and implements access and security control processes to enforce accountability. Performs comprehensive audits of assets quarterly and spot checks assets weekly. Brings missing item and non-compliance issues to the IMO. Produces reports that aid in life cycle management by identifying equipment at end-of-life. Disposes of end-of-life assets in accordance with Department regulations, guidelines and controls. Prepares reports on annual disposes and annual IRM auction earnings.

Administrative - 10%: Uses myServices to produce weekly customized reports that track IMO's customer service tickets and brings them to the attention of the IMO. The incumbent needs to produce reports that capture work done by each IM section and provide granularity to the individual level. Tickets that do not meet the ICASS service standard need to be listed. Keep track of the workload of IRM staff and prepare recommendations.

Other Duties as Assigned - 15%: Add received loanable assets to ILMS loanable property. Monitor loanable property status, notify the customers when due date is closer. Monitor software licenses and keep track of use. Monitor usage and performs replacement of toners for printers, copiers etc. Perform maintenance on computers, printers, copiers etc. Cleanup storage by help of IRM team and organize properly.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Minimum two (2) years of experience in managing logistics 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 IV (fluent) Speaking/Reading/Writing Sinhala/Tamil is required.

JOB KNOWLEDGE: An in-depth knowledge of all the various functions and activities within the job holder's area of work; inventory and stores management, access controls, record keeping are required. Requires excellent logistical skills and attention to detail.

SKILLS AND ABILITIES: Must be able to work under pressure. Must be comfortable in using a PC, all standard MS applications, inventory control and customer service software. Must be able to resolve the vast majority of problems/situations encountered, referring only those which are especially difficult or unusual. Must be able to lift 70lbs unassisted.

Education Requirements: Completion of secondary school (G. C. E. A/L) is required. (Candidate must have obtained at least simple passes for a minimum of 2 main subjects) **Candidate must attach copies of relevant educational certificates.**

Evaluations: **Language:** Level III 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"), 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: <https://careers.state.gov/wp-content/uploads/2018/04/VA-Definitions-and-Additional-Employment-Considerations.pdf>

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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.

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- G.C.E A/L Certificate (Relevant Secondary Education Certificate)
- Other Document (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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