

"Colombo-2023-050" Vacancy Details

About

Announcement Number: Colombo-2023-050

Hiring Agency: Embassy Colombo

Position Title: Human Resources Assistant (American HR) - Open to All Interested Applicants [Female/Male]

Open Period: 09/17/2023 - 09/23/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0305 8




Salary: USD \$817 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-8

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/or USEFMs, EFMs or MOHs
- LE Staff salaries are denominated in USD and paid in LKR at the going rate of exchange each pay period. The official rate for September 05, 2023, is 1 USD = 321.00 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 -6, 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 Human Resources Assistant (American Services) in the Human Resources 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** Not Required

Travel Required:

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Duties

Basic Function of the Position:

The incumbent is responsible for the full range of HR support for American Citizen Employees including U.S. Direct - Hire (USDH) employees, Family Member Appointees (FMA), US Personal Service Agreement (US - PSA) Plus appointees, US Personal Services Contractors (US - PSCs), Long-term Temporary Duty Assignments (TDYers), Summer hires and Summer Interns. The incumbent is also responsible for Protocol Services, American Family Member Appointment (FMA) program, Visitor Management, Special Projects & Other Duties.

Major Duties and Responsibilities:

- American Human Resources Administration - (40%): Prepares applicable Travel Messages (TM Cables) for arriving and departing USDH personnel, other telegrams & correspondence associated with providing personnel services to USDH employees. Prepare & maintain Official Personal Folders, oversees the check-in and check-out process for arriving and departing American staff, maintains the official Embassy list of arrivals and departures and roster of American family members, and periodically assists the HRO and Protocol Assistant in updating the Mission's Official Diplomatic List. Responsible for American personnel data in the Post Personnel database system and ensures that the Embassy's American staffing pattern is kept current, generates reports on request and provides data for various other reports. Liaise with Community Liaison Office (CLO) to provide information pertaining to American Officers, Family Members, etc. Also, provide Family member Employment Report to CLO twice-a-year.
- Protocol Services - (25%): Liaises with the host government Ministry of Foreign Affairs (MFA), preparing diplomatic notes announcing the arrival of new personnel and requesting host government services and privileges for U.S. Embassy diplomatic personnel, e.g., Entry Visas, Residence Visas, Diplomatic Identification Cards, Drivers Licenses, etc. Builds & maintains key contacts with MFA working-level officials. Update the Diplomatic Notes Log and Status/Follow-up Logs and maintain them as current at all times.
- American Family Member Appointment (FMA) Program Administration - (25%): Administer the FMA program at post. Prepare Vacancy Announcements based on the Position Descriptions. Receive applications and perform eligibility and qualification screening for all applicants. Refer qualified and eligible applicants to potential supervisor. Conduct tests (if required), arrange interviews and participate in all interviews. Prepare offer letters for selected candidate(s) and forward security clearance information for HRO action. Process all documentation related to appointments per Bureau and HR/OE guidance from authority to hire through the resignation process. Build and maintain working relationships with Bureau HR contacts. Advise and assist newly recruited employees in the check-in process. Administer the annual Summer Intern and Summer Hire Programs at post. Liaise with Bureau and sections to identify and select U.S. college interns. Tracks and schedules arrivals & departures, housing, clearances, etc.
- Visitor Management - (5%): Update Post Personnel for USDH and family movements from information received from visa requests and submissions. Assure accuracy of data, provide to Front Office weekly.
- Special Projects and other duties - (5%): Work on assigned Special Projects in liaison with HR Specialist/HRO. Perform other duties as assigned by the HRO/HR Specialist and serve as the back-up for other HR Staff.

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.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** Three years experience in Customer Service / Human Resource Management / General Management / Administration is required. **(Candidate must attach copies of relevant service certificates.)**

LANGUAGE PROFICIENCY:

1) Level IV (Fluent) Speaking/Reading/Writing English is required **(This will be tested)**.

2) Level III (Good Working Knowledge) Speaking/Reading/Writing Sinhala/Tamil is required.

JOB KNOWLEDGE: Requires a good knowledge in general Human Resources Management.

SKILLS AND ABILITIES: Integrity, confidentiality, ability to edit and publish policies & procedures, strong computer skills (Email/MS Word/Excel), strong interpersonal-relationship skills, ability to prioritize & follow-up duties, problem solving skills.

Education Requirements: Completion of two years of post G.C.E (A/L) studies in Human Resource Management/General Management/Administration. **(Candidate must attach copies of relevant educational certificates.)**

Evaluations: LANGUAGE: Level IV 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](#).

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How to Apply

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: 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.

- University Degree (Relevant Secondary Education Certificate)
- University Transcript (Relevant Transcript of the University/College studies/Professional Qualification)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)
- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]

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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