

"Colombo-2023-055" Vacancy Details

About

Announcement Number: Colombo-2023-055

Hiring Agency: Embassy Colombo

Position Title: Public Engagement Assistant (EV Exchanges & Alumni)-Open to All Interested Applicants (Female/Male)

Open Period: 10/10/2023 - 10/24/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 6510 8




Salary: USD \$817.25 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-8

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: * Open to: All Interested applicants - All/or USEFMs, EFM's 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 September 18, 2023 is 1 USD = 324.25.00 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 **Public Engagement Assistant (Emerging Voices Exchanges & Alumni)** 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

Coordinates the Mission's exchange programs and outreach to youth and communities that are not included in traditional U.S. diplomatic engagement, such as civil society groups and populations vulnerable to extremist appeals. Designs, plans, and implements a broad range of activities to maintain contact with alumni of all EV (Emerging Voices) activities and initiatives.

Major Duties and Responsibilities

1. Project Development and Implementation (60%)

General: Plans, implements, and coordinates exchange programs and alumni activities to engage youth and non-traditional audiences and to expand Mission access to priority EV communities. Manages Sri Lankan components of Department of State (DOS)-funded programs and develops Mission-designed virtual and in-person exchange activities. Is responsible for carrying out all aspects of Sri Lankan inbound and outbound exchange programs for EV audiences. For U.S. government (USG) programs implemented by Sri Lankan organizations, ensures that partners comply with USG requirements. Recommends grants and public/private partnerships to amplify USG investment. Collaborates with the Strategic Content Coordination (SCC) team to produce and disseminate multimedia content to market and promote public awareness of Mission EV exchange programs

2. Strategic Planning, Analysis, and Evaluation (15%)

Designs and actively plans at least one year in advance virtual, academic-year, and short-duration exchange programs to engage EV audiences; coordinates planning with Public Diplomacy (PD) and Mission colleagues. Identifies the EV communities where exchanges have the greatest impact on Mission goals, using demographic statistics, public opinion polling, and analyses of communication and language abilities. The scope of planning includes DOS-sponsored exchange and alumni programs; separate, Mission-specific initiatives; and strategies to identify and create Sri Lankan partnerships for joint sponsorship and activities. Many of these programs require at least one year of lead time to conceive the project; identify partners; develop Notices of Funding Opportunities (NOFOs) to solicit proposals from potential partner organizations, as well as grant proposals to obtain funding; and select and prepare candidates before implementation begins.

Assesses previous activities to fine-tune projections for planned initiatives; identifies project objectives, assessment methods, and outcomes. Designs marketing strategies to promote EV exchanges and alumni activities. Reviews and makes recommendations on grant and cooperative agreement proposals for youth exchange programs submitted by Sri Lankan and U.S. entities. Assesses exchange program outcomes against project objectives using appropriate assessment methods and prepares evaluation reports. Contributes to the Mission Integrated Country Strategy (ICS), Public Diplomacy Implementation Plan (PDIP), and Public Diplomacy Country Context (PDCC) analysis.

3. Administrative Functions (15%)

Budgeting and Financial Resources: Prepares and monitors the annual and individual project budgets for EV exchange and alumni initiatives. Contributes to the overall PD annual budget submission in consultation with the EV Specialist (or PAO designee) and Resource Coordination unit.

Serves as Grants Officer's Representative (GOR) with responsibilities as indicated in the Delegation of Authority letter. The incumbent is required to coordinate with recipient individuals and organizations and is responsible for monitoring grantee compliance with grant terms by reviewing grantee accounting and interim reports and requiring timely submission of final program and financial reports. Coordinates with PD and Mission colleagues on questions of funding, expenditures, and transfers. For DOS-initiated grants, acts as liaison between DOS-based GOR and local implementing institution(s).

General: Maintains required office records and files and ensures that EV exchanges are recorded in PD Tools and contact databases. Drafts office correspondence in English and Sinhala and/or Tamil, including cables, event proposals, and evaluation reports. Provides interpretation and translation between English and Sinhala and/or Tamil when required.

4. Intra- and Interagency Coordination (10%)

Develops strong working contacts with Mission offices and agencies whose goals and objectives align or overlap with EV exchanges. Coordinates exchange programs across the Mission to support and amplify the impact of overall EV engagement and consults on exchange programs conducted by other sections/agencies.

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.*

The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office.

[Back to top](#)

Qualifications and Evaluations

Requirements: EXPERIENCE:

Three years of experience is required, with communications, public engagement management, or education duties as components of the work. Prior experience in an international, academic, or governmental work environment 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:

Must have general knowledge of project management, including defining project objectives, outcomes, and assessment methods. A thorough understanding of the attitudes and preferences of the Emerging Voices audience sector in Sri Lanka, including the regional, ethnic, social, cultural, linguistic, and other factors and institutions that shape those attitudes, is required. Detailed knowledge of Sri Lankan secondary education, exchanges, and youth programs is required. Knowledge of typical customer service and marketing tools designed to engage specific audience segments, particularly the Emerging Voices sector, in Sri Lanka is required. Knowledge of latest trends in audience engagement in related public service institutions such as think tanks, museums, academic institutions, professional training institutes, etc., as relevant for the Emerging Voices sector, is required. An understanding of the complex and changing nature of the information environment, including current trends in international and regional communications as they relate to the Sri Lankan communication landscape, is required; must be familiar with digital practices and procedures used by or influential with the Sri Lankan Emerging Voices sector.

SKILLS AND ABILITIES:

1. Analytic Skills
2. Communication and Interpersonal Skills
3. Management Skills
4. Technical Skills

Availability: Must be available to travel throughout Sri Lanka.

Education Requirements: A university degree in International Relations, Communications, Marketing, American Studies, Intercultural/Multicultural Studies, or local equivalent 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 September 18, 2023 is 1 USD = 324.25 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](#)

POWERED BY MONSTER®