

"Colombo-2023-051" Vacancy Details

About

Announcement Number: Colombo-2023-051

Hiring Agency: Embassy Colombo

Position Title: Safety Program Coordinator – Open to All Interested Applicants [Female/ Male]

Open Period: 09/22/2023 - 10/06/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 1201 8

Salary: USD \$817.25 /Per Month




Work Schedule: Full-time - 40 hours per week.

Promotion Potential: LE-8

Promotion Potential Explanation: N/A
1 Vacancy in

Duty Location(s): 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: Open to: 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 Rupees at the going rate of exchange each pay period. The official rate for September 12, 2023 is 1USD = 322.50 LKR. This is a temporary revision and should not be assumed as an acquired right.

For USEFMs, FP is -6, 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](#) before you apply.

Summary: The U.S. Mission in Colombo is seeking eligible and qualified applicants for the position of the Safety Program Coordinator in the **Facilities 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**
Not Required

Travel Required:

[Back to top](#)

Duties

Basic Function of Position:

Incumbent serves as the Safety Program Coordinator (Post Occupational Safety and Health Officer's [POSHO] Assistant) with responsibility for assisting the Post Occupational Safety and Health Officer (POSHO) in carrying out the day-to-day functions of the Safety, Health and Environmental Management (SHEM) and Fire Protection Division (FIR) programs at post as required by Department of State Rules and Regulations; assures that all government-owned and leased property in country meet the requirements of Department of State Regulations, as well as other related Departmental requirements which may exist. Incumbent reports directly to the POSHO.

Major Duties and Responsibilities:

Inspections- 25%

- Schedules and performs required safety and health and fire inspections of all United States Government facilities, including offices, residences, annexes and warehouses for conditions that pose an imminent threat to occupants and structure.
- Performs visual inspections of fire detection, alarm, and suppression systems when installed in buildings.
- High hazard areas as delineated in Department of State Regulations will be inspected at least twice per year.
- Identifies hazards and evaluates safety risks, using SHEM and FIR standards and references, and Occupational Safety and Health Administration guidelines.
- Determines methods for correcting identified safety and fire hazards and coordinates to implement solution.
- Prepares reports of findings and recommendations and oversees completion of hazard abatement.

Implementation- 25%

- Under the authority of the POSHO, ensures that all management and administrative policies and operations at post conform and are consistent with Department of State Regulations. Ensures that employees follow prescribed safety and health procedures, use appropriate safety equipment, and report hazardous conditions and mishaps.
- Assists the POSHO and other offices with the implementation of SHEM special emphasis programs to include residential safety compliance, carbon monoxide poisoning prevention; integrated pest management program; motor vehicle safety management program; and the swimming pool safety program.
- Serves as a member of the post's SHEM Committee and acts as a recorder for committee minutes.
- During construction and renovation projects, ensures that contractors have and adhere to a safety plan that protects both Embassy personnel and contractors.
- Develops plans, procedures, and standards to implement fire protection and prevention programs.

Training- 25%

- Develops and provides safety training in conjunction with SHEM and FIR requirements for supervisors and employees in accordance with applicable requirements and ensures that employees are familiar with safety rules and procedures for performing their jobs in a safe manner.
- Provides training to employees and family members on residential safety hazards such as carbon monoxide, pest control, pool safety and the proper use of safety equipment.
- Conducts fire and life safety training programs for office and residential building occupants.

Mishap Investigation- 15%

- Assists in conducting investigations under the direction of the POSHO for all mishaps involving fires, injuries, illnesses, motor vehicle accidents, property loss and employee complaints/suggestions regarding hazardous conditions or equipment and institutes operational guidelines for post personnel to prevent occurrence /reoccurrence.
- Perform basic fire investigations and analysis of cause.
- Reports as necessary to SHEM and tracks accident trends for the POSHO and SHEM Committee.

Documentation- 10%

- Maintain and updates office files to include records of POSHO inspections, reports of investigations, complaints of unsafe working conditions, accident and incident reports, trainings, surveys and minutes of SHEM Committee meetings.
- Keeps the SHEM reference library current.
- Maintains a complete inventory of all chemical products used at post and keeps Material Safety Data Sheets for each product.
- Ensures that safety equipment is procured as needed and that all tools and equipment are maintained in good condition.
- Reviews job tasks and selects appropriate proper (PPE) personal protective equipment to include safety shoes, protective eyewear, and other items to protect employees.

Other Related duties- 5%

- Carryout other task and initiatives related to the Post Occupational Safety and Health program as directed by the Facilities Manager (POSHO) and Post Management

[Back to top](#)

Qualifications and Evaluations

Requirements: **EXPERIENCE:** Minimum three (3) years of experience in the maintenance or construction field performing repair work or in the field of occupational safety, to include work experience as a construction supervisor or quality control assurance inspector with experience in managing people and resources. **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

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

2) Level IV (Fluent) Sinhala or Tamil (speaking, reading and writing) is required.

JOB KNOWLEDGE:

- General specialist knowledge of environmental safety standards.
- Country-specific knowledge regarding local and on the job safety regulations and laws.

SKILLS AND ABILITIES:

- Standard level keyboard and computer skills to include specialized software, database management, spreadsheets, etc.
- Must possess excellent written and oral skills in order to conduct training and drafting of materials and reports in the performance of duties.
- Must be able to coordinate, prioritize and oversee multiple projects. Excellent interpersonal and communication skills.
- Must have a valid, current license to drive dual purpose motor vehicles [Class 'B']. (**This may be tested**) **Candidate must attach a copy of relevant driver's license.**

Education Requirements: Minimum two years Post-Secondary studies (G.C.E. A/L) at the College/University level or Vocational/Trades School training in facilities management, environmental safety, construction, engineering, or architecture is required. **Candidate must attach copies of relevant educational certificates.**

Evaluations: **Language:** Level IV (Fluent) English Language Proficiency will be tested.

Skills and Abilities: Safe driving skills may 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.

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](#).

[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 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.**

- Trades School Course Certificate (College/University level or Vocational/Trades School training certificate)
- University transcript (College/University level or Vocational/Trades School transcript)
- Driver's License (Both sides of the Driver's License)
- Proof of citizenship [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.

[Back to top](#)