

# "Colombo-2024-011" Vacancy Details

## About

**Announcement Number:** Colombo-2024-011

**Hiring Agency:** Embassy Colombo

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

**Open Period:** 02/23/2024 - 03/08/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 1305 1



**Salary:** USD \$278.67 /Per Month

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

**Promotion Potential:** LE-1

**Duty Location(s):** 1 Vacancy 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:** Open to: All interested applicants/All Sources.  
For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN-1.  
For USEFMs, the proposed grade is FP-DD. However, the final grade/step will be determined by Washington D.C.  
LE staff salaries are denominated in USD and will be paid in SL Rupees at the going rate of exchange each pay period. The official rate for January 29, 2024, is 1 USD = 317.60 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 seeking eligible and qualified applicants for the position of **Custodian** 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 working within a reasonable period of time of 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:** The custodian is responsible for performing a wide range of cleaning duties at Mission office facilities as well as other U.S. Government (USG) owned and leased properties as directed. The incumbent is under the direct supervision of the Mechanical Engineer or work guidance by Custodian/ Janitor Team Leader (or designee).

### Major Duties and Responsibilities

#### a. Custodial Work and Housekeeping.

- Performs cleaning duties as assigned including but not limited to cleaning floors and carpets of offices, corridors and other areas by mopping, vacuum cleaning and sweeping.
- Cleans restrooms, scrubs and waxes floors, disinfects, and deodorizes lavatories. Replaces soap, deodorizers, towels, and toilet tissues.
- Polishes and cleans mirrors and windows, dusts and polishes woodwork and other office furniture.
- Keeps pedestrian pathways, steps, walkways, work areas clear of clutter, refuse, and trash.
- Uses appropriate and approved cleaning products, chemical solutions, and cleaning equipment.
- Collects and bags all garbage and ensures proper disposal of waste materials.
- Moves or rearranges chairs, tables, desks, and other furniture for thorough cleaning operations.
- Uses all equipment and supplies (brooms, mops, buckets, vacuums, buffer machines, cleaning supplies, hand /moving carts etc.) as per safety guidelines.

**b. Other Duties Assigned.**

- Addresses customers' concerns regarding housekeeping services.
- Informs supervisor of any cleaning equipment that may need repair or replacement.
- Organize Custodial storage areas.
- Other tasks assigned by the Supervisor.

\*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:** Minimum of six months of custodial or housekeeping experience is required. [\(Candidate must attach copies of relevant service/work experience certificates\)](#)

**LANGUAGE PROFICIENCY:**

Level I (Rudimentary knowledge) Reading, Writing, Speaking English is required. **(This may be tested)**

Level II (Limited knowledge) Reading, Writing, Speaking Sinhala or Tamil is required.

**JOB KNOWLEDGE:**

- Must have adequate knowledge of cleaning and the use of housekeeping materials.
- Knowledge of current developments concerning new cleaning agents, techniques, and equipment.
- Must be aware of safety requirements of cleaning related chemicals and identify and report unsafe practices.
- Knowledge of occupational hazards and safety rules and regulations, including safe handling of standard cleaning chemicals.
- Must understand and know how to use safety equipment such as a fire extinguisher.

**SKILLS AND ABILITIES:**

- Ability to physically perform basic manual tasks.
- Ability to use cleaning tools and equipment maintaining safety for self and others.
- Must be able to lift and move objects and ensure hand/eye coordination effectively.
- May be required to stand, bend and/or work in confined spaces for prolonged periods of time.

- Good interpersonal skills to be able to communicate effectively with customers.

**Education Requirements:** Completion of primary school [Candidate must have attended up to Grade 10] is required. ([Candidate must attach copies of relevant educational certificates](#))

**Evaluations:** Language: Level I (Rudimentary knowledge) 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"), 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](#).

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## How to Apply

**How to Apply:** All applicants under consideration will be required to pass health and security certifications.

For more information on how to apply visit the Mission website <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)- Both sides of the respective document]
- High School Diploma (Primary school)
- Other Document 1 (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 or skills test, or who are selected for an interview will be contacted via email.

Due to high volume of applications received, we will 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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