

"Colombo-2024-008RA1" Vacancy Details

About

Announcement Number: Colombo-2024-008RA1

Hiring Agency: Embassy Colombo

Position Title: Administrative Assistant- U.S. Citizen Eligible Family Members (USEFMs) - All Agencies (OMA & Leahy Vetting Coordinator)

Open Period: 03/01/2024 - 03/15/2024
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: FP - 0105 7

Salary: USD \$42,391 - USD \$62,253 /Per Year

Work Schedule: Part-time - 16-32 Hours Per Week **The position will be available in Summer 2024, depending on incumbents departure**

Promotion Potential: FP-7

Duty Location(s): 1 Vacancy in
Colombo, CE

Telework Eligible: No

For More Info:  HR Section
 000-000-0000
 HRatPost@state.gov

Overview

Hiring Path: • Custom Announcement (not open to the public)

Who May Apply/Clarification From the Agency: For USEFMs - FP 07 is (\$ 42, 391 - \$ 62, 253). Actual FP salary determined by Washington D.C.
Open-to:

- U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

Security Clearance Required: Top Secret Clearance

Appointment Type: Temporary

Appointment Type Details: • Definite not to Exceed 5 Years

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, Sri Lanka is seeking eligible and qualified applicants for the position of Office Management Assistant (OMA) & Leahy Vetting Coordinator

- Part Time (16-32 hours per week)

Start date: Candidate must be able to begin working with a 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

Incumbent serves as Office Management Assistant and Leahy Vetting Coordinator in the combined Political/Economic Section.

1. Maintains, monitors, and coordinates primarily the calendars of the Political Unit Chief and Economic Unit Chief and secondarily supports the other Pol/Econ U.S. Direct Hire officer, as appropriate. Reviews incoming correspondence, cables, and other documents for action, or distribution to appropriate offices and personnel. Serves as backup for the Pol-Econ OMS.
2. Conducts "Leahy" vetting of military and police training candidates and maintains the Leahy Log. Sends requests and collects information from various agencies which requires

maintaining/adhering to a strict record-keeping system. Coordinates Leahy procedures with State agencies in Washington. Provides customer service to other agencies within the Embassy, such as RSO, ODC, Consular (and agencies in Embassy New Delhi). Provides training to Embassy staff on the paperwork required to request Leahy Vetting services. Maintains a worldwide Leahy database.

3. Assists in drafting correspondence, preparation of outgoing cables, diplomatic notes, demarches, and non-papers. Backs up Front Office in the absence of their OMSs.

4. Assists officers and visiting U.S. government officials in logistics, appointments, travel arrangements, and preparation and follow-up of travel vouchers. Prepares guest lists, invitations, and representational vouchers.

5. Maintains files and retrieves office documents, with responsibility for their retirement at year-end.

6. Handles non-technical inquiries and directs pertinent queries to relevant staff members. Manages procurement of routine, daily office supplies, and other procurement requirements as they may arise (i.e. in support of VIP visits, etc.).

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Qualifications and Evaluations

Requirements: EXPERIENCE: Two Years of Work Experience in office/administrative capacity is required.

Education Requirements: Two Years of University or College Studies is required.

Evaluations: LANGUAGE: English (Fluent) - Reading/Writing/Speaking is required

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.

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: 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: 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 candidates must be able to obtain and hold a Top Secret security clearance.

To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

Required Documents: To qualify based on education, you MUST submit the requested degree and / or transcripts as verification of educational requirement 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.

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

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.

For further information - the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources Office.

Thank you for your application and your interest in working at the U.S. Mission in Colombo, Sri Lanka.

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