

"Colombo-2023-036" Vacancy Details

About

Announcement Number: Colombo-2023-036

Hiring Agency: Embassy Colombo

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

Open Period: 07/09/2023 - 07/15/2023
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
 HRatPost@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency:

- All Interested Applicants - All/or USEFMs, EFM's 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 June 17, 2023, is 1 USD = 298.00 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 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 position is responsible for providing recruitment, performance management, position classification and frontline grievance resolution, counseling and employment advice services to the assigned customer portfolio/sections. Also handles all or some of the following duties for the entire mission: Hospitalization insurance, compensation, mission awards, Official residence staff services, training programs, office support, providing information for management. decision making, workers' compensation, student internship program and Locally Employed Staff temporary duty management, medical test packages, special projects and other duties.

Major Duties and Responsibilities:

- Recruitment & Orientation - (20%)
- Performance Management, Employment Administration & Separations - (20%)
- Position Management & Classification - (10%)
- Frontline Grievance Resolution, Counseling & Employment Advice - (10%)
- Other Duties - Hospitalization Insurance cover administration, Compensation surveying and analysis for Sri Lanka and Maldives, Mission Awards program administration, Coordinate Official Residence Expenses (ORE) staff services for CMR and DCR staff, Mission training program administration, Webpass post personnel, Overseas Personnel System (OPS) administration and data management, responsible for maintaining time and attendance (T&A), Office support, coordination of the Special Immigrant Visa (SIV) program, Provide information for management decision-making, Foreign National Student Intern Program, LE Staff TDY Management, Medical test packages, Special projects, backup duties, shared duties, and other duties as assigned - (40%)

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:** Four years experience in Human Resource Management /General Management/Administration is required. **(Candidate must attach copies of relevant educational 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/Tamil is required.

JOB KNOWLEDGE: Requires a working knowledge in HRM

SKILLS AND ABILITIES: Requires good public relations, interpersonal, influencing and informal counselling skills. Excellent Customer Service skills. Must possess analytical problem-solving skills and numerical skills. Require skills in widely used general software packages such as MS Office (specifically Excel).

Education Requirements: Completion of two years of post-secondary (G.C.E A/L) studies in Human Resource Management/General Management/Administration is required. **(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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