

"Colombo-2024-039" Vacancy Details

About

Announcement Number: Colombo-2024-039

Hiring Agency: Embassy Colombo

Position Title: GSO Housing Assistant - U.S. Citizen Eligible Family Members (USEFMs) - All Agencies (Realty Assistant)

Open Period: 10/09/2024 - 10/23/2024
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: FP - 0820 7


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

Work Schedule: Full-time - 40 hours per week **The position will be available in Spring 2025, depending on the incumbent's departure**

Promotion Potential: FP-7

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

Telework Eligible: No

For More Info:  HR Section
 +94 11 202 8500
 ColomboHR@state.gov

Overview

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

Who May Apply/Clarification This position is open to:

From the Agency: • U.S. Citizen Eligible Family Members (USEFMs) - All Agencies

For USEFMs - FP 07 grade Step 01 is \$ 42,391.00. Actual FP salary authorized by Washington D.C.

Security Clearance Required: Public Trust - Background Investigation

Appointment Type Temporary

Appointment Type Details: Definite not to Exceed 5 years

Marketing Statement: We encourage you to review the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

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.

Summary: The U.S. Mission in Colombo, Sri Lanka is seeking eligible and qualified applicants for the GSO Housing/Realty Assistant in the General Services Section of the Management office.

Supervisory Position: No

Relocation Expenses **No**

Reimbursed: 25% or less

Travel Required: May require travelling to residences, when required.

[Back to top](#)

Duties

The Housing Assistant manages the Mission Housing Program. In accordance with the Inter-Agency Housing Policy and Post Housing Program ensures that employees receive appropriate housing. Negotiates terms and conditions of residential/functional leases with landlords. Coordinates with RSO, Maintenance, GSO Property Section, local vendors and/or contractors to ensure that all residential units are properly prepared before occupant's arrival. He/she is the contact person for coordinating repairs and refurbishments with Maintenance, GSO Property, landlords, concierges, building management, local vendors and contractors as appropriate.

[Back to top](#)

Qualifications and Evaluations

Requirements: All selected candidates must be able to obtain and hold a:

- Moderate-Risk/Public Trust

All selected candidates will be subject to a background investigation.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Education Requirements: Completion of Secondary School is required.

Evaluations: You will be evaluated against the qualifications and requirements in this vacancy announcement. You may be asked to complete a pre-employment language or skills test. You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed.

If you fail to submit a complete application, then your application may be disqualified for this position.

Qualifications: Experience:

Two years of office/hospitality/administrative experience.

Language:

Fluency in English (Speaking/Reading/Writing)

[Back to top](#)

Benefits and Other Info

Benefits:

Agency Benefits: For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

Other Information: HIRING PREFERENCE SELECTION PROCESS:

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

HIRING PREFERENCE ORDER

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights **

* IMPORTANT: US citizen Eligible Family Member (USEFM) 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") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-connected disability, 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 FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

ADDITIONAL EMPLOYMENT CONSIDERATIONS

The following apply to EFMs, USEFMs, and AEFMs only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

The following apply to Locally Employed (LE) staff only:

- Current employees serving a probationary period are not eligible.
- Current employees with an Overall Summary Rating of Needs Improvement, Unsatisfactory, or an MBC score of less than 100 points on their most recent Employee Performance Report are not eligible.

[Back to top](#)

How to Apply

How to Apply: Click the “Apply to This Vacancy” button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

For a copy of the complete position description, please contact the HR Office.

To request a reasonable accommodation, please contact the HR Office.

We foster a diverse, equitable, inclusive, and accessible workplace where employees can be themselves. We invite qualified applicants from all backgrounds to apply.

Required Documents: In addition, **Eligible Family Member (EFM) Applicants must submit:**

- Copy of Sponsor's Travel 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: The HR Office will contact successful applicants. For more information on applying for jobs or employment with us, please visit the U.S. Mission website [<https://lk.usembassy.gov/jobs/>].

Thank you for your application and your interest in working with us.

[Back to top](#)

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