

# "Colombo-2024-003RA1" Vacancy Details

## About

**Announcement Number:** Colombo-2024-003RA1

**Hiring Agency:** Embassy Colombo

**Position Title:** Security Escort- U.S. Citizens Only

**Open Period:** 03/28/2024 - 04/11/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** FP - 0701 9

**Salary:** USD \$33,878 - USD \$49,751 /Per Year

**Work Schedule:** Part-time -

**Promotion Potential:** FP-9

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

**Telework Eligible:** No

**For More Info:**  HR Section  
 +94-11-202-8500  
 ColomboERA@state.gov

## Overview

**Hiring Path:** • Open to the public

### Who May Apply/Clarification

**From the Agency:** For Applicants who are U.S. Citizens Only, the final grade/step for this position will be determined by Washington DC. The proposed grade is FP is 09 US \$ 33, 878. 00 P.A.

Open-to:

• U.S. Citizens Only

**Security Clearance Required:** Secret/Confidential Clearance

**Appointment Type** Temporary

**Appointment Type Details:** 1-5 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 Security Escort in the Facilities section.

The work schedule for this position is: Part-Time, with schedule to be determined at the time of hiring.

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** No

**Reimbursed:** Not Required

**Travel Required:**

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## Duties

Under the supervision of the Facility Management Assistant, the incumbent is responsible for performing a range of ICASS-related duties. The incumbent will escort uncleared staff and contractors while work is completed in Control Access Areas (CAA) and throughout the Embassy. In addition to escorting duties, the incumbent may provide administrative support or work on special projects for the Facilities section. The position may require some after-hours, weekend and holiday work. Incumbent must be a U.S. Citizen, eligible for a Secret security clearance.

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## Qualifications and Evaluations

**Requirements:** **Experience:** One year of general work/office experience.

**Education Requirements:** Completion of secondary school is required.

**Evaluations:** **LANGUAGE:**

Good Working Knowledge of English Speaking/Reading/Writing required.

**Qualifications:** All applicants under consideration will be required to pass security certification - "Secret"

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## Benefits and Other Info

### Benefits:

**Agency Benefits:** 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:** For the current COVID-19 Requirements please visit the following [link](#).

**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 "Secret" clearance.

All interested applicants are required to apply to this position electronically. To apply for this position click the "Submit Application" button. For more information on how to apply visit the Mission internet site.

**Required Documents:** In order to qualify based on education, you MUST submit the requested diploma and / or transcripts as verification of educational requirement by the closing date of this announcement.

- Proof of educational qualification required for the position (e.g. Transcripts, Degrees etc.)
- Proof of Citizenship
- 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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