

"Colombo-2022-033" Vacancy Details

About

Announcement Number:	Colombo-2022-033
Hiring Agency:	Embassy Colombo
Position Title:	Chauffeur/Administrative Assistant - Open to All Interested Applicants [Female/ Male]
Open Period:	07/28/2022 - 08/11/2022 Format MM/DD/YYYY
Vacancy Time Zone:	GMT+5.5
Series/Grade:	LE - 1015 4
Salary:	USD \$371.41
Work Schedule:	Full-time - 40 hours per week
Promotion Potential:	LE-4
Duty Location(s):	1 Vacancy in Colombo, CE
Telework Eligible:	No
For More Info:	HR Section 011 249 8764 ColomboERA@state.gov

Overview

Hiring Path:	• Open to the public
Who May Apply/Clarification From the Agency:	Open to : All interested applicants - All/or USEFMs, EFM's or MOHs LE staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for July 18th is 1 USD = 355 LKR. This is a temporary revision and should not be assumed as an acquired right. For USEFMs, FP-AA Actual FP salary determined by the 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 Chauffeur/Administrative Assistant in the Regional Affairs Office (RAO) . 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 upon receipt of agency authorization and/or clearances/certifications or their candidacy may end.
Supervisory Position:	No
Relocation Expenses Reimbursed:	No
Travel Required:	76% or greater Operates Embassy vehicles in the transportation of official visitors in support of U.S. Government's official activities.

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Duties

Basic function of position:

Responsible for driving Regional Affairs Office (RAO) personnel as they execute their official duties in Sri Lanka. Responsible for driving RAO temporary duty (TDY) personnel as needed. Safely loads, unloads, and transports heavy boxes/luggage, at times up to 40kg, in support of official travel and TDY visits. Works as a messenger of the RAO section and performs other duties of and administrative nature in support of general RAO operations such as drafting, filling and routine correspondence, trip planning, and other logistical duties as requires.

Major Duties and Responsibilities

Chauffeur Responsibilities - 60%

As a chauffeur, receive work assignments from the RAO management office and RAO leadership to transport RAO and/or other Agency personnel or cargo.

Operates RAO vehicle in the transportation of official visitors in support of U.S. Government's official activities.

Maintains vehicle in a clear and serviceable condition, to include cleaning the interior and exterior of the vehicle. Performs basic vehicle inspection in accordance with established schedules and policies.

Prepares trip reports, vehicle use and fuel logs. Estimates fuel consumption for trips.

Safeguards U.S. Government property and uses U.S. Government resources efficiently, including the fuel-efficient operation of vehicles.

Administrative Responsibilities - 30%

As directed, perform administrative work, including, but not limited to, filling, tracking and routing memorandums, coordinating transportation and messenger schedules, procurement of service and supplies, delivery of correspondence/items to RAO partners and drafting correspondences and basic reports.

Handles cash up to \$1,000 or handle government fuel credit card for vehicle with \$300 limit.

Provides driver support for the Embassy Motor Pool in the absence of their regularly-assigned chauffeurs, as directed.

Messengers Responsibilities - 10%

To include mail, cargo, documents pickup and delivery, as assigned.

** 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:** At least three (03) years of professional driving experience is required. **Candidate must attach copies of relevant service/work experience certificates**

LANGUAGE PROFICIENCY:

1. English level II (Limited knowledge) Reading/Writing/Speaking is required. **(This will be tested)**

2. Sinhala and/or Tamil level III (Good working knowledge) Reading/Writing/Speaking is required.

JOB KNOWLEDGE: Must have a thorough knowledge of Sri Lanka traffic regulations and be familiar with Colombo street plan, location of public and government buildings, other Embassies. Must have a thorough knowledge of highway system and roads throughout Sri Lanka.

SKILLS AND ABILITIES: Possession of a valid Sri Lankan driver's license with class "B" (formerly C, C1). Must be able to operate a four-wheel driver vehicle safely. Must be polite and courteous to passengers, pedestrians, cyclist and other drivers. Knowledge of MS Office and ability to draft official correspondences using a Computer. Basic Numerical skills required.

Education Requirements: Primary education (Attempted G.C.E. O/L) is required [Candidate must have sat for all or at least 50% of the required subjects] **Candidate must attach relevant educational certificates.**

Evaluations: Language: English level II (Limited knowledge) proficiency will be tested.

Skills and Abilities: Safe driving skills 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), and Third-Country Nationals (TCNs), working at the U.S. Mission in Colombo may receive a compensation package that may include health, separation, and other benefits as per the Local Compensation Plan.

LE staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupee at the going rate of exchange each pay period. The official exchange rate for July 18th is 1 USD = 355 LKR. This is a temporary revision and should not be assumed as an acquired right.

For EFM's, benefits should be discussed with the Human Resources Office.

Other Information: For the current COVID-19 Requirements please visit the following link.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provided 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 candidates must be able to obtain and hold a Local security certificate clearance.

For more information on how to apply visit the Mission website: <https://lk.usembassy.gov/embassy/jobs/>.

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.

All Applicants:

- Education certificate (Relevant Primary Education Certificate)
- Driver's License (Both sides of the Driver's License)
- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (if applicable)]
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

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 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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