

"Colombo-2023-038" Vacancy Details

About

Announcement Number: Colombo-2023-038

Hiring Agency: Embassy Colombo

Position Title: Local Guard Shift Supervisor - Open to All Interested Applicants [Female/ Male]

Open Period: 07/02/2023 - 07/15/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 0710 6




Salary: USD \$554.08 /Per Month

Work Schedule: Full-time - 48 hours per week

Promotion Potential: LE-6

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: Open to: All Interested applicants - All/or USEFMs, EFMs or MOHs.

LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupees at the going rate of exchange each pay period. The official rate for June 17, 2023, is 1 USD = 298.00LKR. This is a temporary revision and should not be assumed as an acquired right.

For applicants who are USFMs, the proposed grade is FP-8. However, 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 seeking eligible and qualified applicants for the position of **Local Guard Force Shift Supervisor** in the **Regional Security Office**.

The work schedule for this position is: **Full Time - 48 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: Yes

Relocation Expenses Reimbursed: No
Occasional Travel

Travel Required: Conducts routine, unscheduled inspections of all COM residence exteriors and all USG private and official vehicles.

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Duties

Basic Function of Position: Provides security for Embassy Colombo personnel and facilities by conducting access control and visitor screening duties as a member of a local guard program. Detects, deters, responds, and reports potential criminal and terrorists' acts directed against U.S. Government personnel and facilities.

Serves as Shift Supervisor for all U.S. government facilities and leased residences by providing operational and administrative supervision of each local guard shift ensuring that U.S. government property and personnel are safeguarded. Responsibilities includes planning the schedules guard assignments and making arrangements as needed based upon environmental conditions.

Major Duties and Responsibilities: Protects U.S. Government personnel, facilities, and equipment from damage or loss. The Local Guard force (LGF) is one component of the Mission's security apparatus and complements other physical, technical, and procedural security systems. The LGF shall carry out specific actions as described in General and Post Orders.

Security Operation Supervision (50%)

Security Operation Management

- Assists the LGF Commander with the supervision of the Embassy Colombo's LGF program to provide security services on a 24-hour basis to USG personnel, facilities, and property.
- Responsible for the operational and administrative supervision of each local guard shift.
- Responsible for planning the activities of each shift and for making changes to shifts based upon environmental conditions.
- Provides orientation and on-the-job training to new guards on rules, regulations, and procedures and how the LGF operations fit in to the larger RSO and Mission goals.
- Coordinates security response to security incidents or emergency situations.
- Coordinates enforcement of mission security standards with Host Country Police personnel when responding to suspicious persons/items, civil disturbances, acts of crime, or terrorist incidents that threaten the safety of mission personnel or facilities.
- Provides security assistance at mission-related special events or during emergencies/critical incidents at U.S. Government facilities.
- Coordinates Embassy Colombo wide drills with Weapons of Mass Destruction (WMD) First Responder Team, RSO, Medical Unit, and the Marine Security Guard Detachment to ensure a coordinated response with LGF personnel at posts.

Security Program inspection and assessment

- Performs mobile supervisory inspection of guards and guard posts, on a regular and rotating shift basis, to ensure compliance with Guard and Post Orders.
- Conducts personnel and posts inspection as directed by the RSO and Post Orders.
- Conducts routine, unscheduled inspections of all COM residence exteriors and all USG private and official vehicles. Immediately reports all discrepancies noted during inspections.
- Routinely inspects Guard Posts Logs and maintains the LGF Shift Leaders' Logbook. Completes, submits and maintains a database of security incident reports.
- Assesses security operations at the Embassy and annexes, as well as temporary venues, the Chancery, and residences to develop recommendations for optimal security procedures via chain of command.

Safety use of security equipment and vehicle

- Responsible for the proper use and scheduled maintenance for all assigned security equipment and government vehicle.
- Ensures that guards maintain custody of LGF equipment issued to them, and that such equipment is used effectively and properly.
- Ensures that all security equipment and vehicle assigned is operational and coordinates any required maintenance, repair, and/or replacement.

Administrative Duties (50%)

Security Administration and reports

- Assists with organizing and conducting weekly sessions for all LGF personnel on administrative matters and security procedures.
- Prepares written reports on security incidents and regularly advises the security chain of command on ongoing LGF operations.
- Reviews Post Logbooks and prepares incident reports covering unusual happenings or accidents, reports irregularities and complaints pertaining to the conduct of guard or other aspects of the guard service function as required.

May fill-in as LGF Deputy Commander or Commander in their absence

LGF Evaluation and Development

- Responsible for identifying under-performing guards for additional training, identifying exceptional guards for additional responsibility, and recommending separation of guards whose performance falls below acceptable standards. Shift Supervisors are responsible for recommending specific refresher training to underperforming guards.
- Performs LGF personnel evaluation and plans for LGF workforce development.
- Participates in the hiring process as vacancies within the LGF become available.

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 Regional Security Office.

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Qualifications and Evaluations

Requirements: **EXPERIENCE:** A minimum of three (3) years' experience in the military or as a Police Officer or Security Guard is required. **Candidate must attach copies of relevant service/work experience certificates.**

LANGUAGE PROFICIENCY:

- 1) English level III (Good working 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: Knowledge of the emergency response procedures and notification process, familiarity with state-of-the-art security equipment and processes, awareness of cultural norms and customs required.

SKILL AND ABILITIES:

- Ability to understand the security control panel and to operate emergency alarms and the public address system.
- Ability to use state-of-the-art security and radio communication equipment.
- Ability to use Automated External Defibrillator.
- Ability to use fire extinguisher.
- Ability to use personal protective equipment (i.e., batons, pepper spray, handcuffs, and flexi cuffs, etc.).
- Ability to walk and/or stand for an extended period of time in a wide variety of weather conditions.
- Ability to work flexible shift schedules, to include nights, days, weekends, and/or holidays.
- Must effectively react to various incidents.
- Must be able to independently take action as necessary depending on the nature of incidents outlined in guard orders.
- Must be able to communicate with persons from all socioeconomic classes.
- Must be familiar with dispute mediation tactics to ease potentially dangerous security situations.
- Must be proficient in presentation techniques and instructional strategies.
- Must also be proficient in Microsoft Word, Excel, PowerPoint, and SharePoint.
- Must be immediately capable of performing the duties of the LGF Commander and serve in this position for short periods in the LGF Commander's absence.
- Ability to operate motor vehicle - Must have valid driving license is required (**Class B - Dual purpose vehicle**) **Candidate must attach a copy of the relevant driving license (Both side).**

Education Requirements: Completion of secondary education (Completion G.C.E. A/L - Candidate must have obtained at least simple passes for a minimum of two main subjects) - **Candidate must attach relevant educational certificates.**

Evaluations: **Language:** English level III language 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, Sri Lanka may receive a compensation package that may include health, separation, and other benefits.

LE Staff salaries are denominated in U.S. Dollars and will be paid in Sri Lankan Rupees at the ongoing rate of exchange each pay period. The official rate for February 13, 2023 is 1 USD =361.00LKR. This is a temporary revision and should not be assumed as an acquired right.

For EFMs, benefits should be discussed with the Human Resources 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.

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 Public Trust- Background Investigation clearance.

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

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.*

Please provide the required documentations listed below with your application:

- Proof of Citizenship {NIC/Passport/Residency and/or Work Permi (If applicable)}
- Driver's License (Both sides of the Driver's License)
- High School Diploma (Relevant Secondary education certificates)
- Other Document 1 (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 high volume of applications received, we will 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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