

"Colombo-2023-032" Vacancy Details

About

Announcement Number: Colombo-2023-032

Hiring Agency: Embassy Colombo

Position Title: Public Engagement Assistant (American Center) - Open to All Interested Applicants [Female/Male]

Open Period: 06/14/2023 - 06/28/2023
Format MM/DD/YYYY

Vacancy Time Zone: GMT+5.5

Series/Grade: LE - 6510 9

Salary: USD \$973.25 /Per Month

Work Schedule: Full-time - 40 hours per week

Promotion Potential: LE-9

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

Telework Eligible: No

For More Info:  HR Section
 ColomboERA@state.gov
 ColomboERA@state.gov

Overview

Hiring Path: • Open to the public

Who May Apply/Clarification From the Agency: * 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 Rupee at the going rate of exchange each pay period. The official exchange rate for May 30, 2023 is 1 USD = 294.00 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-5 (steps 1 through 4). 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 is seeking eligible and qualified applicants for the position of the **Public Engagement Assistant (American Center)** in the **Public Affairs 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
50% or less

Travel Required: Must be available to travel throughout Sri Lanka.

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Duties

Basic Function of Position

The Public Engagement Assistant (American Center) develops and maintains ties with the Emerging Voices (EV) sector in Sri Lanka to support foreign policy goals. Is responsible for the day-to-day oversight, management, and operations of the Mission's U.S. government (USG)-owned and operated American Center. Develops Center-specific activities and programs to attract EV audiences at the Center and for Partner American Center audiences throughout Sri Lanka; collaborates with non-Center Public Diplomacy (PD) staff on a range of other PD activities and projects to broaden the Center's EV activities and programs. This position has a large degree of autonomy as director of a public access facility that is open during hours when the Embassy may be closed and must maintain a dynamic schedule of simultaneous activities and projects of both interest to the public and relevance to post priorities and goals.

Major Duties and Responsibilities

1. Delivery of Information and Programming (40%)
2. Human Resources and Facility Management (20%)
3. Strategic Analysis, Planning, and Evaluation (20%)
4. Intra- and Interagency Coordination (10%)
5. Administrative Functions (10%)

Grants: Serves as Grants Officer's Representative (GOR) with responsibilities as indicated in the Delegation of Authority letter. The incumbent is required to coordinate with recipient individuals and organizations and is responsible for monitoring grantee compliance with grant terms by reviewing grantee accounting and interim reports and requiring timely submission of final program and financial reports. Coordinates with PD (Public Diplomacy) and Mission colleagues on questions of funding, expenditures, and transfers. For DOS (Department of State)-initiated grants, acts as liaison between DOS-based GOR and local implementing institution(s).

Designated as Occasional Money Handler; handles cash for transportation and other stipends to issue to exchange program participants and other PD-sponsored travelers.

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 of experience in an international, academic, government, or cultural institution is required, with experience in communications, marketing, or public relations. **Candidate must attach copies of relevant service/work experience 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 and/or Tamil is required.

JOB KNOWLEDGE:

Must have comprehensive knowledge of the attitudes and preferences of the EV (Emerging Voices) audience sector(s) and an understanding of regional, ethnic, socioeconomic, cultural, and linguistic factors and the influence of religious, cultural, and educational institutions in shaping EV perceptions of the United States. Must have general knowledge of project management, including defining project objectives, outcomes, and assessment methods.

Must have knowledge of marketing techniques, market analysis and analytics, and customer service standards in the United States and Sri Lanka; knowledge of trends in experiential learning and audience engagement; and an understanding of the communications and information environments in Sri Lanka and internationally.

SKILLS AND ABILITIES:

1. Analytic Skills
2. Communication and Interpersonal Skills
3. Management Skills
4. Technical Skills

Education Requirements: A university degree in Communications, Library Science, Museum Education, International Affairs, American Studies, or local equivalent is required. **Candidate must attach copies of relevant educational certificate/s.**

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.

The pay plan is assigned at the time of the conditional offer by the HR Office. 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 May 30, 2023 is 1 USD = 294.00 LKR. 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.**

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: 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: **To apply for this position applicants must electronically submit copies of the documents listed below to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.**

- Proof of Citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- University Degree (Relevant Degree Studies Certificate)
- Transcript (Relevant Transcript of the Degree Studies)
- Other Document (Relevant Service/Work Experience Certificate/s)
- Other Document 2 (Relevant Service/Work Experience Certificate/s)

In order to qualify, you MUST submit the requested documents 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.

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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