

**Announcement Number:** Colombo-2023-058RA2

**Hiring Agency:** Embassy Colombo

**Position Title:** Administrative Clerk/Management Rover-Employees of Mission-All/or USEFMs, EFMs or MOHs - All Agencies

**Open Period:** 01/05/2024 - 01/19/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** FP - 0105 8

**Salary:** USD \$36,195 - USD \$53,154 /Per Year

**Work Schedule:** Multiple - Full time or Part time

**Promotion Potential:** FP-8

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

**Telework Eligible:** No

**For More Info:**  HR Section  
 011 202 8500  
 colombohr@state.gov

## Overview

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

**Who May Apply/Clarification** Open for Employees of Mission - All/or USEFMs, EFMs, or MOHs - All Agencies

**From the Agency:** Note: Definition of USEFMs, EFMs, or MOHs can be found under "Benefits and Other Info" and under the section "Other Information".

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

**Appointment Type** Permanent

**Appointment Type Details:** Definite not to Exceed five 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 Management Rover in the Management Section.

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

Start date: Candidate must be able to begin working within a receipt of agency authorization and/or clearances/certifications or their candidacy may end.

**Supervisory Position:** No

**Relocation Expenses Reimbursed:** No