

# "Colombo-2024-018" Vacancy Details

## About

**Announcement Number:** Colombo-2024-018

**Hiring Agency:** Embassy Colombo

**Position Title:** TalentCare Coordinator - U.S. Citizen Eligible Family Members (USEFM) - All Agencies (TalentCare and Wellness Coordinator)

**Open Period:** 03/26/2024 - 04/09/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** FP - 0501 6

**Salary:** USD \$47,419 - USD \$69,636 /Per Year

**Work Schedule:** Part-time -

**Promotion Potential:** FP-6

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

**Telework Eligible:** No

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

## Overview

**Hiring Path:**

- Competitive service
- Open to the public

**Who May Apply/Clarification From the Agency:** For Applicants who are USEFMs, the final grade/step for this position will be determined by Washington DC. The proposed grade is FP is 06 US\$ 47,419 P.A.

**Security Clearance Required:** Moderate Risk Public Trust

**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 work schedule for this position is:

- Part Time

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 Reimbursed:** No  
Not Required

**Travel Required:**

[Back to top](#)

## Duties

Reporting to post's Management Officer, with guidance of the Post TalentCare Committee (TCC) and with technical support from the MED/CP/OHW Wellness Team, the TalentCare Coordinator would initiate and administer a process that coordinates the several programs related to the Department's TalentCare initiative and provide strategic planning and initiation of a comprehensive wellness program outlined in 16 FAM 625. Job holder will help establish, maintain, and work with the Post TalentCare Committee. This position's duties include regularly evaluating post's specific needs and identifying resources related to TalentCare, developing a wellness plan, and implementing and monitoring the effectiveness of that plan.

[Back to top](#)

## Qualifications and Evaluations

**Requirements:** EXPERIENCE: At least two years of professional experience including education, administration, or program management within the fields of health promotion, workplace wellness, recreation, or other allied health professions

**Education Requirements:** Completion of at least two years of study at University or College

**Evaluations:** LANGUAGE: Good Working Knowledge of English Speaking/Reading/Writing required

**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.

**Qualifications:** All applicants under consideration will be required to pass medical and security certifications.

[Back to top](#)

## Benefits and Other Info

### Benefits:

**Agency Benefits:** For EFMs, 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:** 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](#).

[Back to top](#)

## How to Apply

**How to Apply:** All candidates must be able to obtain and hold a Public Trust "Moderate Risk" 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:** 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.

### Eligible Family Member Applicants:

- Copy of Sponsor's Orders/Assignment Notification (or equivalent)
- Passport copy
- 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.

[Back to top](#)

