

# "Colombo-2024-029" Vacancy Details

## About

**Announcement Number:** Colombo-2024-029

**Hiring Agency:** Embassy Colombo

**Position Title:** Expendable Storekeeper - Open to All Interested Applicants [Female/ Male]

**Open Period:** 07/05/2024 - 07/19/2024  
Format MM/DD/YYYY

**Vacancy Time Zone:** GMT+5.5

**Series/Grade:** LE - 0805 6




**Salary:** USD \$479.91 /Per Month

**Work Schedule:** Full-time - 40 hours per week.

**Promotion Potential:** LE-6

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

**Telework Eligible:** No

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

## Overview

**Hiring Path:** • Open to the public

**Who May Apply/Clarification From the Agency:** Open to: All interested applicants/All Sources.  
For Sri Lankan Ordinary Resident Applicants: The proposed grade is FSN 6.  
For USEFMs, the proposed grade is FP-8. However, the final grade/step will be determined by Washington D.C.  
LE staff salaries are denominated in USD and paid in SL Rupees at the going rate of exchange each pay period. The official rate for July 01, 2024, is 1USD = 305.00 LKR. This is a temporary revision and should not be assumed as an acquired right.

**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 Expendable Storekeeper in the **General Services 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:** Yes

**Relocation Expenses Reimbursed:** **No**  
Occasional Travel

**Travel Required:** Incumbent serves as an incidental operator of official vehicles and responsible for managing warehouse stockroom operations. Work with Property & Supply Supervisor to prepare expendable for GSO Public auction.

[Back to top](#)

## Duties

**Job Overview:** Under the direct supervision from the Property & Supply Supervisor, the incumbent services as the Expendable storekeeper in the General Services Office (GSO) Property and Supply warehouse and is responsible for the entire Expendable supply operation for the post's Warehouse facilities. Ensures the efficiency and cleanliness of warehouse building and grounds. Responsible for the accountability and storage of all expendable supplies estimated total value of US\$ 0.6M such as cleaning supplies, office supplies, Maintenance supplies for building & ground maintenance and repairs, (AC, electrical, plumbing and civil works) motor pool supplies, and Welcome kit supplies. Responsible for the proper organization and appropriate storage of all contents in the expendable warehouse. Ensures available space is optimally utilized in all stockrooms and maintain a proper locator system for easy identification and ensure the proper stock level is maintained minimum and maximum and re-order level all time to meet the projected requirements for maintenance and repair operation. Items have adequate protection from damage or loss and keep the store neat, tidy and safe.

**Major Duties and Responsibilities:****Manage Expendable warehouse efficiency and accountability 40%:**

Responsible for the entire operation of Post's Expendable warehouse facilities. Ensure the efficiency and cleanliness of warehouse building and grounds. Responsible for the accountability and storage of expendable such as cleaning supplies, office supplies, maintenance supplies for building & ground, (AC's, electrical and plumbing) residences make ready supplies, hospitality kit supplies and motor pool supplies. Responsible for the proper organization and appropriate storage of all contents in the warehouse. Ensure available space is optimally utilized in all stockrooms and that items have adequate protection from damage or loss. Security responsibilities are limited to the storage area and controlling access to authorized persons only.

**Ordering Supplies and Service - 20%:**

- Prepare procumbent request for expendable items replenishment local market purchase and overseas.
- Follows up with the GSO procurement and GSO Shipping and tracks and follows-up on incomplete and partial deliveries and shipments.
- Responsible for ordering and maintain fuel stock level for the Mission.
- Responsible for ordering and maintain sufficient stock of Welcome kits items and prepare welcome kits according to the family size and issuance timely manner.

**Record Keeping & Reporting - 10%:**

- Prepare workload count statistic report for agency wise for expendable items usage when Financial Management Office (FMO) request.
- Maintain proper documentation for expendable items issuance and returns.
- Prepare and reporting annual inventory report for Expendable stock items prior to the annual inventory submitting deadline.
- Record keeping and follow-up Procurement request and Purchase order item ordered for Expendable stock.

**Auctions & Disposals – 10%:**

- Work with Property & Supply Supervisor to prepare expendable for GSO Public auction.
- Monitor the Integrated Logistics Management System (ILMS) Expendable module to propose expendable items for disposal to Property & Supply Supervisor.
- Prepares items for GSO Public auction including but not limited to lotting, labeling and preparing all related forms and proper documentation, (DS-132, Disposal authorization from) and get approved as it relates to the disposal functions of expendable.
- Update ILMS Expendables, as appropriate, after the disposal expendable items.

**Warehouse Operations – 20%:**

- Responsible for managing warehouse stockroom operations for motor pool expendables, including proper placement and storage of expendable supplies. Protection of facility, property and archive maintenance.
- Ensure that the warehouse supply room is clean, orderly and well-maintained always.
- Ensures that safety standards and procedures are followed when lifting. Shifting and storing items.
- Distinguishes and separates various agency section like front office, CLO etc... property in the warehouse to avoid errors by mixing/issuing expendables incorrectly.
- Incumbent serves as an incidental operator of official vehicles, forklift and other moving equipment and meets all requirements in 14 FAM 433. Incumbent is expected to pick and deliver supplies, as needed.

To view the complete Position Description listing all the duties, responsibilities, required qualifications etc. Please click this link "[Position Description](#)"

**\*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.

[Back to top](#)

## Qualifications and Evaluations

**Requirements:** **EXPERIENCE:** A minimum of two (2) years of experience in warehouse stock control, property/supply management or logistical support service is required. **Candidate must attach copies of relevant service/work experience certificates.**

### **LANGUAGE PROFICIENCY:**

1) Level III (Good Working knowledge) Reading, Writing, Speaking English is required. (This may be tested).

2) Level III (Good Working knowledge) Reading, Writing, Speaking Sinhala or Tamil is required.

### **JOB KNOWLEDGE:**

- Knowledge of supply chain, warehousing operations and/or property/expendables management/Inventory control.
- Knowledge in computerized inventory and stock control data programs.

### **SKILLS AND ABILITIES:**

- Strong recordkeeping, technical, administrative skills, and attention to details.
- Computer competencies including basic skills in Microsoft Office applications.
- Must be able to lift a maximum of 51 lbs. (23kg)
- Capable of planning and managing a wide variety of logistical operations (e.g., space management, supply and equipment needs, Supervisory skills, etc.)
- Must have a valid, current Class B (Light vehicle) license. Must have held it for a minimum of five (5) years.

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

**Evaluations:** **Language:** Level III (Good Working knowledge) English 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.

[Back to top](#)

## 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.

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:** **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"), 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 applicants under consideration will be required to pass health and security certifications.

For more information on how to apply visit the Mission web site: <https://lk.usembassy.gov/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.**

- Proof of citizenship [NIC/Passport/Residency and/or Work Permit (If applicable)]
- High School Diploma (Relevant G.C.E. A/L Certificate)
- Driver's License (Both sides of the Driver's License)
- Other Document (Relevant Service/Work Experience Certificates)
- Other Document 2 (Relevant Service/Work Experience Certificates)

**In order to qualify, you MUST submit the required documents by the closing date of this announcement. If you fail to provide requested documents, or the information you submit is insufficient to verify your eligibility, you will not be considered for this position.**

**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.

[Back to top](#)

POWERED BY MONSTER®