




"Colombo-2024-033RA1T" Vacancy Details

About

Announcement Number:	Colombo-2024-033RA1T
Hiring Agency:	Embassy Colombo
Position Title:	Consular Associate (Training Grade) - U.S. Citizens Only/ All Sources
Open Period:	10/04/2024 - 10/18/2024 Format MM/DD/YYYY
Vacancy Time Zone:	GMT+5.5
Series/Grade:	FP - 3090 7
Salary:	USD \$42,391 - USD \$53,700 /Per Year
Work Schedule:	Full-time - The position will be available in December 2024, depending on incumbent's departure
Promotion Potential:	FP-6
Promotion Potential Explanation:	Upon the completion of 52 weeks of successful performance at the training grade the incumbent will be eligible for promotion to the next grade (FP-06 or FSN-08).
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:	• Open to the public
Who May Apply/Clarification From the Agency:	This position is open to: • U.S. Citizens Only / All Sources For USEFM - FP grade is 07 and for U.S. Citizens - FSN grade is 07. Actual FP/ FSN salary authorized by Washington D.C.
Security Clearance Required:	Secret/Confidential Clearance
Appointment Type	Temporary
Appointment Type Details:	• Definite not to Exceed 05 years • Indefinite subject to successful completion of probationary period
Marketing Statement:	We encourage you to review the Eight (8) Qualities of Overseas Employees before you apply. 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.
Summary:	The U.S. Mission in Colombo is seeking eligible and qualified applicants for the Consular Associate (Training grade) in the Consular office.
Supervisory Position:	No
Relocation Expenses Reimbursed:	No

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Duties

Under the direct supervision of the Consular Chief, the Consular Associate is assigned a wide range of responsibilities in the American Citizen Services (ACS) Unit, Nonimmigrant Visa (NIV) Unit, Immigrant Visa Unit, and Fraud Prevention Unit (FPU). The jobholder provides consular services to U.S. citizens, conducts non-adjudicatory visa processing, and assists in investigation and validation studies. Incumbent also handles correspondence with the public, attorneys, U.S. and host governments, Congress, and other parties. Must be able to secure and maintain a Secret level security clearance.

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Qualifications and Evaluations

Requirements: All selected candidates must be able to obtain and hold a:

- Secret security clearance.

All selected candidates will be subject to a background investigation and may be subject to a pre-employment medical exam (if applicable) Selected 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.

Education Requirements: Completion of High School is required.

Evaluations: You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

Qualifications: Experience:

Two years of office administration experience

Language:

(Fluent) Speaking/Reading/Writing of English is required.

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Benefits and Other Info

Benefits:

Agency Benefits: The U.S. Mission offers a competitive compensation and benefits package for local employees.

For Eligible Family Member (EFM) applicants, benefits should be discussed with the HR Office. The pay plan is assigned by the HR Office and confirmed by Washington, D.C.

Other Information: HIRING PREFERENCE SELECTION PROCESS:

A hiring preference is extended to eligible and qualified applicants in the order listed below. It is essential you accurately describe your status in your application, failure to do so may result in a determination that you are not eligible for a hiring preference.

HIRING PREFERENCE ORDER

1. Appointment Eligible Family Member (AEFM) / U.S. citizen Eligible Family Member (USEFM) who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. Foreign Service (FS) on Leave without Pay (LWOP) and Civil Service (CS) with reemployment rights **

* IMPORTANT: US citizen Eligible Family Member (USEFM) 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") preferably Member Copy 4, Letter from Veterans' Affairs which indicates the present existence of a service-connected disability, 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 FS employees on LWOP and CS with re-employment rights back to their agency or bureau.

For complete definitions of AEFM, USEFM, EFM, Member of Household, etc., please visit the [3 FAM 7210 Definitions](#).

ADDITIONAL EMPLOYMENT CONSIDERATIONS

The following apply to EFMs, USEFMs, and AEFMs only:

- Current employees who used a hiring preference to gain employment who are within their first 90 calendar days of employment are not eligible. This does not apply when the hiring mechanism is TEMP or the work schedule is intermittent or irregular.
- Candidates with a hiring preference who have already accepted a conditional offer of employment may NOT be extended a second conditional offer of employment unless and until they withdraw their candidacy for the first position in writing.

The following apply to Locally Employed (LE) staff only:

- Current employees serving a probationary period are not eligible.
- Current employees with an Overall Summary Rating of Needs Improvement, Unsatisfactory, or an MBC score of less than 100 points on their most recent Employee Performance Report are not eligible.

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How to Apply

How to Apply: Click the “Apply to This Vacancy” button at the top of the page to begin your application. For an instructional video on how to apply click [here](#).

Please address all relevant experience, education, language skills (including English), and job related skills or requirements in your application.

You may edit your application any time before the vacancy closing date. If you fail to submit a complete application by the vacancy closing date of this vacancy, then your application may be disqualified for this position.

For a copy of the complete position description, please contact the HR Office.

To request a reasonable accommodation, please contact the HR Office.

We foster a diverse, equitable, inclusive, and accessible workplace where employees can be themselves. We invite qualified applicants from all backgrounds to apply. [HR MAY ADD A MISSION DIVERSITY STATEMENT. IT MUST BE EEO AND LOCAL LAW COMPLIANT.]

Required Documents: All Applicants:

- Residency Permit (if applicable)
- Driver’s License (if applicable)
- Certificate (if applicable)

In addition, Eligible Family Member (EFM) Applicants must submit:

- Copy of Sponsor's Travel 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: The HR Office will contact successful applicants. For more information on applying for jobs or employment with us, please visit the U.S. Mission website [HR ADD LINK TO EMBASSY JOBS PAGE] or follow us at [HR ADD SOCIAL MEDIA/LINKEDIN LINKS AS APPROPRIATE].

Thank you for your application and your interest in working with us.

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